**EXAMINATIONS OFFICER**

Service Area/Centre: Resources (Exams)

Hours: 37 Hours per week / 52 weeks per year

### Salary: Business Support Scale Points 14 – 17

Reference Number: 6202

Responsible to: Examinations, Registry & Reception Manager

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The Position

You will be responsible to the Examinations, Registry & Reception Manager for co-ordinating the smooth running of examination activity for specific awarding bodies, including the administration of student registrations, assessments and examination entries, arranging resources and accommodation, as well as dealing with general day to day operational issues.

Main Duties and Responsibilities

1. Support all aims and objectives of Blackburn College
2. Demonstrate a ‘can do’, positive attitude with all stakeholders, raising any issues immediately with the ERR Manager for review.
3. Ensure that all examination entries, registrations and results are entered onto the student record system accurately and by the appropriate deadlines. Using the college ILR record as the key data source.
4. Liaise with appropriate members of staff to ensure that examination submissions are made by awarding body deadlines.
5. Make effective arrangements for the issue of examination results and certificates.
6. Co-ordinate all activities to ensure the smooth running of examinations and external assessments, including access arrangements and exam clashes.
7. Assist in the running of the daily examination timetable; preparation of examination papers and stationery, despatch of scripts and coursework to examiners and moderators.
8. Support and advise team members and College staff on all aspects of examination administration, including the resolution of queries.
9. Contribute to developing effective examination systems and procedures.
10. Collection, recording and accurate filing of data relating to all aspects of allocated awarding body examinations.
11. Liaise with awarding bodies.
12. Maintain an archive records system of examination related information and ensure the confidentiality and secure storage of key examination documentation, in line with data protection requirements.
13. Maintain up-to-date knowledge of awarding body regulations and participate in appropriate continuous professional development.
14. Supervise Exams Administrators, ensuring team members are supported to undertake required tasks.
15. Support the wider team remit by covering Registry and Reception functions, inline with requirements set by Examinations, Registry and Reception Manager.
16. Undertake continuous professional development as necessary to keep up to date with initiatives and practice and complete mandatory training.
17. To positively contribute to a safe learning and work environment ensuring compliance with Health and Safety and Safeguarding Policy and procedure.
18. All staff have a contribution to make to the way of which we engage with prospective and existing students, which is implicit in our vision, missions and goals and which places students at the centre of what we do. Therefore all staff are expected to contribute to support colleagues who may have more day to day contact with learners. These include supporting key processes which enhance students’ experience e.g. attendance at promotion activities and open events, supporting student admissions, enrolment, induction, provision of reception cover, invigilation and graduation events. These activities are not exhaustive and may vary from time to time.
19. Any other duties commensurate with the post

You should note that this job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the College, always in consultation with the post holder.

**Author:** Exams, Registry & Reception Manager

**Date:**  19/01/2023