

**Job Description -
Student Journey Administrator (Exams)**



Reporting to: Student Journey Manager

General responsibilities

- The role is to carry out a wide range of duties within in the Student Journey exams area primarily supporting the exams team with specific responsibility for administration and support in the organisation of formal examinations and assessments held at the college with specific responsibility for T Levels but with provision to support other exams.
- The post holder will be working in a key area of the College with a high degree of customer and staff contact and will report to the Student Journey Manager.
- The duties will be wide-ranging and the post holder will be expected to work flexibly in assisting the College in carrying out its clerical and administrative functions in relation to exams.
- The role includes working with a staff body of over 300 people, both teaching and support, and over 3,400 students.
- Ensure a high standard of customer care for students, staff and stakeholders.

	This post is accountable for:
Working as part of the Student Journey Exams Team	Have excellent understanding of JCQ and awarding body regulations in relation to T levels and other exams assessments.
	Be able to interpret awarding body guidelines and with other team members organise T level assessment schedules and ensure timetables are published in a timely manner.
	Ensure adequate and proper supervision of examinations and assessments in accordance with JCQ guidelines with particular attention to rooming, IT equipment and training of staff to support candidates.
	Have skills in IT in order to be able to ensure all work uploaded to awarding bodies in a timely fashion.
	Understand exam Access arrangements.
	Understand the rules and regulations pertaining to exams and assessments and receipt and storage of exam materials.
	In conjunction with the exam team carry out all other routine exam tasks including but not limited to: Regular and continual monitoring of JCQ and awarding body websites and communications for updated and changing information to all aspects of examinations. Close liaison with college academic support team to ensure provision of access arrangements. Close liaison with the college IT department to ensure appropriate IT is available for all assessments. Production of candidate cards and exam and assessment packs and appropriate rooming. Printing, storing and uploading student work. Secure control of examination material, issuing and receiving exam papers and scripts. Dealing with enquiries from awarding bodies and prompt response by email and phone.

	Undertake any duty that any reasonably be requested by the Student Journey Manager/Exams Officer or senior leadership team.
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PERSONAL PROFILE

We are seeking someone who closely matches the following criteria:

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Good level of English written and verbal, ideally Maths and English GCSEs A*-C or equivalent.	
SKILLS/PERSONAL QUALITIES	Excellent verbal communication skills, good written communication skills, confident telephone skills, ability to deal with staff, students, parent and suppliers.	
	Confident with IT especially word processing.	
	Able to learn new tasks quickly, be organised, able to work accurately and use their own initiative.	
	Good timekeeping and able to organise	
	Ability to manage a varied workload	
	Able to be flexible and adapt quickly to change	
	Positive, enthusiastic and motivated	
	Suitable to work in a College environment in the presence of children, young people and vulnerable adults and to act accordingly.	
EXPERIENCE		

This job description sets out the main duties of the post at the date on which it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and do not justify a reconsideration of the grading of the post.