



## Examinations Administrator

### Personal Specification

#### Knowledge, Experience and Skills Set Required:

##### Knowledge:

###### *Essential:*

- Educated to a degree level or equivalent (i.e. educational achievement plus working experience)
- A good knowledge of Microsoft Word and a working knowledge of spreadsheets, databases and PowerPoint is essential, as is a familiarity with modern office and IT systems
- Knowledge of relevant legislation (e.g. GDPR)

###### *Desirable:*

- Understanding of the Medical/Educational/Public sector or not-for-profit environment
- Knowledge of quality assurance and maintenance of standards in relation to examinations

##### Experience:

- Relevant administrative experience of 3 years' duration is essential
- Demonstrable experience of organising examinations or events including; all logistical arrangements as well as examiner engagement and marking/results processing is desirable

##### Skill Set:

- Strong planning and organisational skills
- Ability to work to strict timescales in order to meet deadlines
- Attention to detail
- Ability to interpret detailed Regulations
- Efficient flexibility
- Proficiently proactive and reactive
- Strong team-worker
- Excellent communication skills
- Good interpersonal skills
- Customer focussed and strong ability to deal with individuals on all levels in a friendly, welcoming and helpful manner

### **Job Context and Special Features**

- Provide administrative support to Examination Boards as required, including minute taking
- Establish and maintain working relationships with intercollegiate partners, collaborating in the running of examinations as required
- Additional hours need to be worked in accordance with the demands of the Unit's business activities, including meetings and examinations. Meetings may require attendance in the evening.
- The post holder may be required to travel within the UK and overseas, therefore periods away from home are necessary.