



Examinations Administrator

Personal Specification

Knowledge, Experience and Skill 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 and exams may require early morning attendance at centres and/or later finishes
- The post holder may be required to travel within the UK and internationally, therefore periods away from home are necessary