



Job Description

Section 1 - Description

Job Title: Senior Education & Assessment (E&A) Coordinator

Location: Education and Assessment (E&A) Department

Our hybrid working policy offers flexibility while maintaining a strong on-site presence. Staff are required to work from College premises for at least 50% of their contracted hours. The remaining time can be worked remotely, subject to role requirements and operational needs. This approach supports collaboration, team cohesion and engagement, while also recognising the benefits of home working for productivity and wellbeing.

Reports to: Head of Assessment

Grade: Grade 4 - £29,913

Contract: 35 hours per week, 1-year fixed term

Date: March 2026

Section 2 - Job Purpose

Reporting to the Head of Assessment, the Senior E&A Coordinator will provide professional and confidential project and administrative support services to the E&A leadership team, and appropriate clinicians.

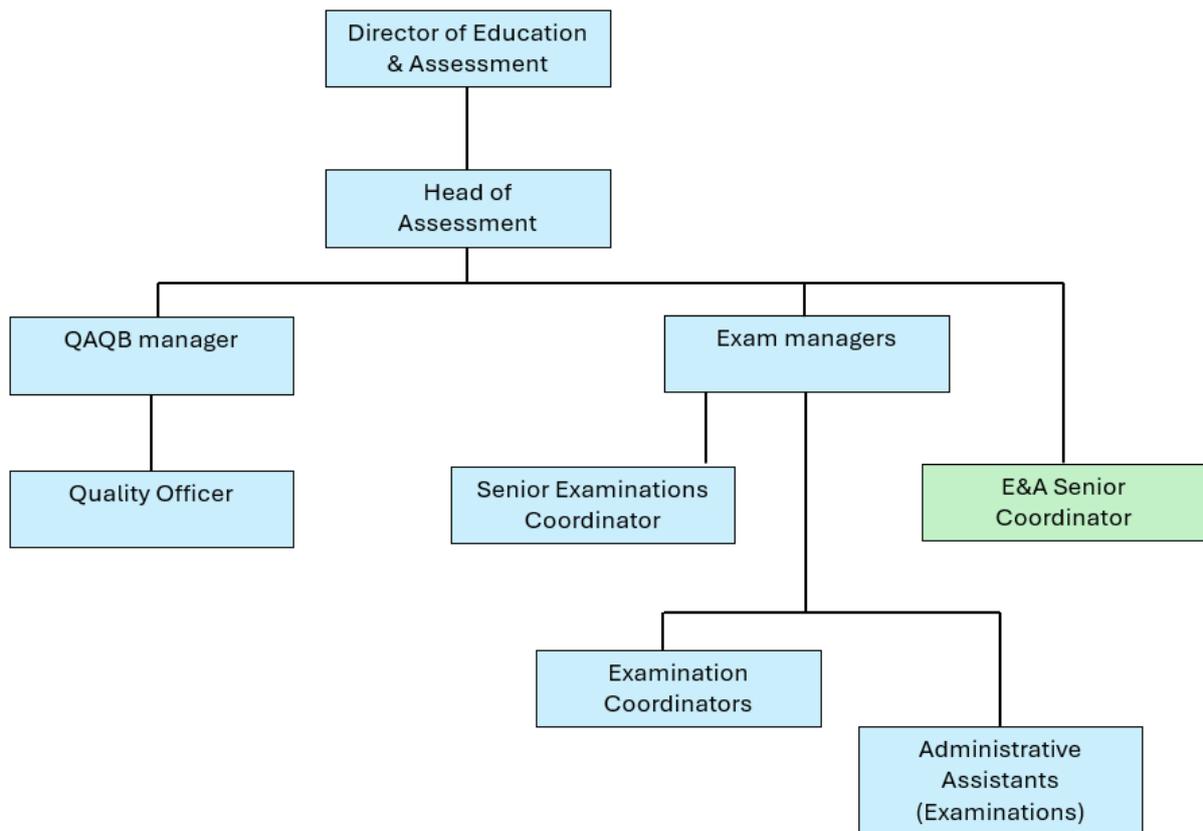
The E&A department continuously develops new products and reviews processes, meaning that a number of strategic initiatives will be in progress at any time. These may involve aligning and improving internal systems and processes to make these more efficient and/or seeking to generate additional income. The post-holder will be involved in research, planning, documentation and reporting in relation to assessment initiatives required to grow this part of the business. In addition, the Senior E&A Coordinator will be responsible for collation and reporting of Key Performance Indicators and statistics within the Department.

The post-holder will work closely with the Director of Education and Assessment and Head of Assessment to ensure that workstreams are progressed effectively and efficiently through to completion, in order to meet departmental and organisational objectives. This includes the management of the College bank of invigilators, and induction planning for all Assessment staff.

The Senior E&A Coordinator plays a pivotal role in supporting the organisation, delivery, and continuous improvement of postgraduate medical examinations across medicine, surgery and dentistry. The Senior E&A Coordinator will support Exams Managers on strategic initiatives in relation to the development of new exam centres and new policies and the forward planning of exam activity, including financial oversight and budget preparation. The Senior E&A Coordinator will assist Managers in the coordination of workload within the team, streamlining operational processes, embedding best practices, and contributing to the continuous improvement of exam delivery.

Success in this role requires exceptional organisational skills, strong interpersonal communication, and the ability to manage multiple priorities within a dynamic and evolving environment.

Section 3 - Organisation Chart



Section 4 - Job Dimensions

- Responsible for supporting multiple projects at one time, each with predicted annual income/ efficiencies ranging from £5,000 to £50,000
- Budgetary responsibility up to £2k per transaction
- Management (with support where necessary) of approximately 10 casual bank invigilators including recruitment, issue of contracts, payment and performance issues
- Management of 2-3 Examinations Boards with up to 6 meetings per year.
- Assist the recruitment and onboarding of around 6 to 10 clinical appointments per annum
- Planning of induction programmes for around 4 E&A staff members per year

Section 5 - Main Responsibilities and Role

Provide support to the E&A Leadership team in relation to project/initiative/ development work, including the following activity:

- Working within an agreed framework, drafting of timelines and project plans, clearly setting out key milestones and the involvement of stakeholders and success measures.
- Ongoing monitoring and management of timelines and project plans, sharing information with stakeholders and setting up/documenting meetings to progress these.
- Collation of data and clear report drafting to demonstrate progress against project milestones, for sharing with the wider College governance structure, such as CLT and/or Executive Board. Reports will be checked by line manager before distribution
- Working alongside subject matter experts to document new processes required following implementation of projects.
- Carry out desk-based research to support project work, identifying relevant information and collating this into a summary format for use by the project team.

Provide support to the E&A leadership team by taking responsibility for the following key pieces of work:

- Manage recruitment activity for invigilator bank staff and clinical roles, including creation of resource packs and induction schedules, and involvement in interviews and decision making. Monitoring terms of office for action as applicable, coordination of role descriptors, advertisements, recruitment and interview schedules in collaboration with relevant key staff and clinical leads.
- Monitor and manage actor agency contract, ensuring review and renewal is carried out in accordance with required timelines, with approval and oversight from the Head of Assessment
- Monthly coordination and compilation of actor and invigilator payment schedules, for approval and transmission to finance.
- Manage induction programmes and follow up for all new members of staff in

the E&A department, liaising with contacts both within E&A and in the wider College to set up the programmes and ensure these are completed.

- Compile management information, such as candidate, examiner, financial data for annual, monthly and Board reports utilising relevant sources. Create and update as required the examinations statistics spreadsheet, including notification of amendments to Finance
- Verification of qualifications for candidates who passed examinations in past formats or discontinued examinations, in consultation with Library and Heritage colleagues as needed.
- Travel and accommodation bookings for meetings as required

Provide support to Exams Managers in the following areas:

- Support the coordination of workload within the team of coordinators and administrative assistant
- Contribute to the development of new exam centres and new policies in support of the Manager
- Support the Exams Manager in the forward planning of exam delivery, including setting exam dates 12-18 months in advance
- Lead on financial compliance within the team, ensuring financial records are up to date, checking and approving purchase orders, expense claims and travel and accommodation bookings up to a budgetary limit of £2k and ensuring timely invoicing of charges to examiners and intercollegiate partners as required
- Management of 2-3 Exam Boards, setting dates, producing agendas and papers, minute taking and tracking actions and responses, taking appropriate action to progress activity.
- Planning and delivery of Examiner meetings including coordination of meeting dates with key clinicians and speakers, development of meeting programmes with direction from the Exam Manager, and all aspects of event planning and delivery.
- Support the Exams Manager in the promotion and marketing of exam activities.
- Provide additional support to managers on strategic and operational matters and projects, enabling them to effectively support the Head of Assessment.

Contribute to the wider activity of the E&A department as required. This may include attendance at examinations in the UK or internationally, or involvement at educational events.

Section 6 – Planning and Organising

- Planning and organising will be at a premium for all aspects of this role. Project planning will require the role holder to use appropriate tools to manage the progress of initiatives and projects.
- Ability to distill significant volumes of information into summary data in a clear and concise format
- Ability to develop timelines for project activity, identifying key milestones.
- The Senior E&A Coordinator will develop extensive knowledge and understanding of

the department's operating environment, including UK, international and intercollegiate activities, displaying aptitude for dealing with multiple activity strands.

- The post holder must be proactive with the ability to reprioritise workloads and projects to meet changing Unit and College requirements and in line with availability of key stakeholders.
- Demonstrable ability to interact with internal and external contacts at all levels is a pre-requisite to underpin the services provided.

Section 7 – Decision-Making

The Senior E&A Coordinator must prioritise their own workload and is responsible for making a large number of the decisions that are necessary for the delivery of unit activities.

- The post-holder will make decisions based on knowledge and understanding of the environment in which the Department operates, in line with examination regulations, procedures and past practices.
- The Senior E&A Coordinator must be aware of various lines of reporting (e.g. through Managerial and Governance structures) ensuring that their line Manager and relevant parties are involved in decision making as appropriate

Section 8 – Knowledge, Experience and Skill Set Required

Knowledge:

Essential:

- 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:

Essential:

- Relevant administrative experience is essential
- Experience of handling multiple projects simultaneously

Desirable:

- Demonstrable experience of organising examinations or events including; all logistical arrangements as well as examiner engagement and marking/results processing
- Project management training and experience, including use of tools to track and monitor progress
- Experience leading a team in the delivery of an event or project

Skill Set:

- Strong planning and organisational skills
- Strong multi-tasking 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 focused and strong ability to deal with individuals on all levels in a friendly, welcoming and helpful manner; discretion and sensitivity are essential
- A keenly developed sense of initiative is required to handle challenges that may occur.
- A significant level of personal responsibility

Section 9 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
- Attendance at exam centres for examination delivery is integral to the role
- 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 will require early morning attendance at centres and/or later finishes.
- The post holder will be required to travel within the UK and internationally, therefore periods away from home are necessary.