

JOB DESCRIPTION

JOB TITLE:	Exams Assistant
DEPARTMENT:	Information Services Support
RESPONSIBLE TO:	Exams Team Leader
HOURS:	27
RESPONSIBLE FOR:	No Subordinate Staff
PURPOSE OF JOB:	To provide an effective and comprehensive administrative service within and on behalf of the Exams Team

Main Tasks and responsibilities:

- 1 Administrative Duties
- 2 Exams Team Leader Support
- 3 General Responsibilities

1. Administrative Duties

- a. Work as directed, contributing positively and effectively to the efficient running of the exams department.
- b. Ensure that all exam documentation is appropriate and maintained in an accurate manner.
- c. Monitor the publication of JCQ and Awarding Body instructions and guidance, to ensure the latest versions are taken into use immediately on release.
- d. To support College events programme including showcase evenings.
- e. Receive enquiries and messages and deal with all internal and external communications effectively and efficiently in a confidential manner.

2. Exams Team Leader Support

- a. Assist with making exam entries and registrations with Awarding Bodies, in a timely and efficient manner using enrolment data and liaising with students as required.
- b. Provide the focus for online examination and assessment bookings and the provision of credentials in a timely fashion.
- c. Alongside the Exams Team Leader ensure that all exam sessions are run effectively and in accordance with Awarding Body regulations.
- d. As required, deputise for the Exams Team Leader in the recruitment, training, effective and efficient deployment of invigilators and ensuring the proper use of exam materials.

3. General responsibilities

- a. To accurately record student outcomes, collate information for Apprenticeship team, despatch certificates and exam papers in accordance with Chelmsford College Group requirements, Awarding Body regulations & data protection legislation.
- b. To contribute to the attainment of the College's strategic objectives as appropriate.
- c. To comply with all College policies, procedures, practices and rules as may be made from time to time.
- d. To take an active part in staff development and progress reviews.
- e. To undertake such other duties as may reasonably be required of you, commensurate with your grade and general level of responsibility at your present place of work or any other establishment for which the College provides services.

NB In consultation with you this job description is liable to variation by College Managers to reflect or anticipate changes in the College's requirements.