

**LINCOLN COLLEGE  
CORPORATE SUPPORT SOLUTIONS LTD.**

**JOB DESCRIPTION**

**Post Title:** Examinations Assistant      **Grade:** CSS Scale 2/3

**Post Number:** CS0352P      **Date:** September 2019

**Line Manager:** Examinations Manager      **Directorate:** IT, Information Management & Projects

**Daily Supervision:** Examinations Team Leader      **Unit/School:** Central Information Services

**Job Purpose:**

1. To be responsible for the day to day administrative duties required to ensure an effective and efficient Examination Team function.
2. To have a detailed knowledge of all the Awarding Organisations that the College work with, their processes and procedures.
3. To have a detailed knowledge the secure websites for all the Awarding Organisations that the College work with.

**Principal Duties and Responsibilities:**

1. To be responsible to the Examinations Team Leader for the checking and processing of examinations entries and registrations in line with Awarding Organisation deadlines.
2. To assist the Examinations Team Leader with the timely production of the examinations timetable.
3. To issue examination papers, correct necessary signage and equipment to Invigilators.
4. To be responsible for the receipt, checking and sorting of examination stationery and examination papers, in line with Awarding Organisation regulations.
5. To be responsible for the correct and timely input of results data onto the Management Information System (MIS).
6. To be responsible for the checking and despatch of examination results and certificates, including ensuring that copies of certificates are made as per current directive.
7. To be responsible for checking and dispatch of examination scripts and coursework.
8. To open and distribute post as required.
9. To be responsible for the management of team generic email inboxes, ensuring incoming emails are dealt with correctly and promptly.
10. To provide an input to producing, maintaining and developing Examination Team procedures/processes.
11. To development and maintain knowledge in examination policy, methods of assessment and changes in Awarding Organisation policy and procedure.

12. To provide high levels of customer service to ensure that customers receive a prompt and accurate information.
13. To provide liaison, support, training and advice to college schools/units.
14. To assist with the induction of new staff as required.
15. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
16. To maintain professional standards and expertise by undertaking relevant professional development.
17. To maintain quality standards appropriate to the post.
18. To conform with the Health and Safety requirements relevant to the post.
19. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

**NB: This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other duties as directed by a supervising manager. The responsibility level of any duties should not exceed those outlined above.**

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**PERSON SPECIFICATION FORM**

**Post Title:** Examinations Assistant

**Grade:** CSS Scale 2/3

**Post No:** CS0352P

**Date:** September 2019

**Directorate:** IT, Information, Management & Projects

**Unit/School:** Central Information Services

<b>No</b>	<b>Requirement</b>	<b>Proposed Selection Method *</b>
	<b>Knowledge</b>	
1	NVQ Business Admin or equivalent - desirable	A/I
	<b>Skills/Abilities – Interpersonal</b>	
2	The ability to work in a non-discriminatory manner	A/I
3	Excellent written and oral communication skills	A/I
4	Excellent customer care skills	A/I
5	Ability to meet tight deadlines	A/I
6	The ability to identify and respond to individual customer needs.	A/I
	<b>Experience</b>	
7	Examinations experience, or relevant administrative experience, preferably in a further education establishment	A/I/T
8	Significant practical experience of using software packages, including word processing, databases, spreadsheets, internet and email.	A/I/T
	<b>Work Related Circumstances</b>	
9	The ability and willingness to undertake relevant staff development	A/I
10	Ability and willingness to work flexibly on occasions	A/I
	<b>Skills/Abilities – Other</b>	
11	Ability to develop and maintain administrative systems	A/I
12	Excellent organisational skills	A/I
13	The ability to work using own initiative with minimal direct supervision.	A/I
14	Responsibility for safeguarding and promoting the welfare of children wherever applicable.	A/I

**Prepared By:** Rachel Greenwood

**Designation:** Examinations Manager

**Date:** August 2019

\* A = Application Form

I = Interview

T = Test