

LEEDS COLLEGE OF BUILDING

JOB DESCRIPTION

POST: ADMINISTRATOR - EXAMS

RESPONSIBLE TO: Examinations Manager

RESPONSIBLE FOR:

Main purpose of post:

To provide support with all areas of the Examinations Department, including Registrations, Exam Entries, Scheduling/Timetabling of online and Paper-based exams, and Achievements/Certification as and when required, working across all campuses.

Responsibilities:

1. To make appropriate arrangements for internal and external examinations including both online and paper-based exams across all campuses
2. To process registrations and entries accurately and within the awarding body deadlines.
3. To record examination entries, claims and results on the college information system and awarding body extranets.
4. To process examination results and issue certificates accurately and timely.
6. To process accurate and timely, hard copy and electronic, examination results for students and reports for curriculum heads and staff
7. To assist in preparing statistical reports and returns as required for internal and external purposes.
8. To assist with invigilation arrangements; to support invigilators of examinations related queries and assist with invigilation duties as when required; flexible working with occasional evening exams covers
9. To assist in solving examination problems for both internal and external purposes.

10. To cover switchboard/reception duties as and when required.
11. To assist with the enrolment process and in all areas of the Data & Information Services section as and when required
12. To be aware of and abide by the College health and safety procedures and associated policies.
13. To proactively implement the College's policies and procedures.
14. To undertake any other relevant duties as may reasonably be requested by the Principal.

This job description will be reviewed annually as part of a process of performance review.

Please Note:

As Leeds College of Building meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subjected to a disclosure from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. Further information on disclosure can be obtained from www.disclosure.gov.uk

The College is committed to safeguarding children, young people and vulnerable adults and expects all staff to share that commitment.

Date: January 2020	Signature:
Issue: 5	Ref: Jobdesc/Administrator - Exams