

Reviewed by: Kathryn Clarkson March 2025

Job Description

Role Title	Trainee Exams Officer
Salary Scale	MLP Support E
Working Pattern	25 hours per week (Term-time only + 2 weeks to cover results) The post-holder will be expected to work as required to assist in covering all examination requirements (for example; results days in August and occasionally the Oxbridge/Cambridge examinations fall in the October half term) and at some evenings to help with open events and interview evenings, all events are scheduled well in advance.
Job Role	To assist with the day to day operations and to provide support to the Exams Officer, with a view to taking over the role of Exams Officer after 6 months. To work efficiently, effectively and collaboratively across College processing student examinations and assessments.
Key Activities	<ul style="list-style-type: none"> Assist the Exams Officer in ensuring that the college complies with the general regulations for approved centres issued by the Joint Council For Qualifications (JCQ); Assist with exam cycle preparation, running, & reviews (both external and internal) Assist with exam entries, results, and post-result services Assist with NEA organisation, grade submission, sample provision/dispatch Assist with vocational qualification administration (such as registrations, cohort declarations, top up/downs etc.) Liaising with stakeholders such as exam boards, college teaching staff, site team, SLT incl. SENDCo, invigilators, students, or parents, as needed To assist in processing examination and assessment entries onto the College's Management Information System and Exam Board systems. Assisting with accessing secure electronic materials/pre-releases where necessary

	<ul style="list-style-type: none"> • To liaise with the SEN lead regarding students with access arrangements to ensure appropriate provision is in place; • To assist in receiving and preparing all examination materials and ensure they are kept in conditions as specified by the awarding organisation, • To issue candidates results / certificates received from the Examination Boards. • To assist in planning invigilation cover for examinations on the exam timetable, contacting invigilators with allocations and informing the Exams of any issues with cover. • To assist the Exams Officer in providing regular training updates for our pool of invigilators to ensure regulation compliance. • To act as an invigilator/ reader or scribe where required if an invigilator cannot be sourced. • To be able to act as a Deputy Exams Officer (receiving exam papers and completing required logs, dispatching scripts) • Acting Exams Officer as needed (contingency, where a conflict of interest exists) • Carry out any other exam administration tasks as directed by Exams Officer to ensure smooth planning, running, and reviews of exams and assessments • To become a college first-aider
Person Specification	<p>Essential</p> <ul style="list-style-type: none"> • Educated to A Level standard (including English and Maths at GCSE grade 4 or above) • Highly organised with great attention to detail • Experience of using ICT applications such as Google, word, excel • Excellent interpersonal skills • Calm under pressure • Proven ability to work to deadlines • Ability to build relationships internally and externally and to articulate the exam requirements effectively • Work with minimum supervision • An enthusiastic and caring approach to students • A willingness to adapt to changing circumstances and situations • Excellent problem solving skills • Proven ability to plan and organise <p>Desirable</p> <ul style="list-style-type: none"> • Previous experience of working in an educational environment • Previous invigilation or exams administration experience • First aid qualification or willingness to undertake training.

