

**Job Description**

**Post Title:** Examinations Officer CC270

**Evaluation:** 449 Points

**Grade: N5**

**Responsible to:** MIS and Plan Manager

**Responsible for:** N/A

**Job Purpose:** To develop and maintain appropriate data management procedures to provide a comprehensive Exams Officer/Awarding Body service.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To develop information/statistical systems including the compilation, maintenance, production and distribution of statistical and other data including maintaining an up to date database of all exam entries submitted.
2. To contribute to the planning of the ESOL exam timetable.
3. To be the main point of contact for enquiries from organisations in relation to exam data, answering queries by letter, telephone or personal contact as appropriate. Including providing advice and guidance in respect of policy and liaison with Awarding Bodies and Examination Boards and other agencies.
4. To contact awarding bodies as appropriate to agree allowances for individual learners in response to special needs (such as learning disability etc) and to inform the relevant tutor/invigilator of those considerations.
5. To ensure that all exam entries for the City are submitted in a timely manner, and administer examinations including the receipt and safe storage of examination papers and the postage of examination scripts.
6. To organise and participate in exam invigilation as appropriate and assist with the publication of examination results.
7. To ensure the financial procedures meet the appropriate financial regulations.
8. To undertake projects, attend meetings, working groups, committees or seminars, including the preparation of agendas, reports, taking minutes and organising follow-up action as appropriate.
9. To assist in the provision of training and support for directorate staff as required.
10. To provide general administrative and clerical support as required, including filing and photocopying.

11. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.