

## Job Description

Role Profile	Examinations Officer MUL058
Service/Team	Skills & Learning Adult Community Education
Reports to	Curriculum Administration (Business Support) Team Leader
Responsible for	Invigilators
Number of posts	1
Post number	104090
Career Grade	N/A

**My job improves the quality of life for the people of Bournemouth, Christchurch, Poole and Dorset by** ensuring arrangements for examinations, assessments and accreditation for qualifications are well managed and accessible for all.

### Job Overview

To manage the day to day running and resources of the designated examinations administrative function which involves the day to day supervision of one or more other members of staff as appropriate, the coordination of the examination & accreditations timetable and the safe and secure storage and processing of examination materials and certification.

### Key Responsibilities

- To provide a wide range of high quality administrative and support functions relating to the effective day to day operation of a team within the examinations & accreditations function.
- To manage and monitor administrative procedures, systems and/or project documentation to ensure current requirements are met, data quality and as such, the integrity of management information, and to contribute to their development and continuous improvement.
- Act as the designated point of contact for the exams function and/or a specific project, providing advice and responding on behalf of senior officers as appropriate, building contacts and relationships with a wide range of colleagues, keeping senior officers informed and updated.
- Provide office services as required, which may include: attending and minuting meetings; diary and travel arrangements; word processing of reports, presentations, and/or project related documents
- Create, maintain and interrogate confidential manual and computerised information and records, within legislative boundaries as appropriate, to ensure accurate and current data is maintained.

- Undertake research and analyse data and records as required to ensure routine management and/or financial information is available.
- Maintain information relating to the function and/or project in various forms as required which may include monitoring of web pages; promoting the work undertaken by the function and/or assisting in the organisation of events as appropriate.
- Undertake and monitor financial procedures as required, which may include invoicing; banking and petty cash arrangements; involvement in the monitoring of project budgets and/or supporting the process of quotations and orders.
- Provide support and cover in the absence of the manager as required.
- Undertake individual project work or administrative duties of a more specific nature in relation to the support of the function as required.

### **Specific Qualifications and Experience**

- Minimum of 5 GCSEs grade C/4 or above including English Language and Mathematics, or equivalent ability.
- NVQ/Diploma Level 3 / BTEC National Certificate or equivalent in Administration / Business studies or evidence of equivalent skill level.
- Significant experience in an administrative role, using computerised systems.
- Experience of using a range of IT systems, including Word, Excel email and databases.
- Experience of financial administration/budget management as relevant to the role.
- Previous experience of supervising or managing staff.
- Proven effective knowledge of office practices and administrative procedures.
- Excellent written/spoken English.
- Knowledge of project management principles (desirable)
- Understanding of policy, legislation and developments in the field of work relevant to the function (desirable)

### **Personal Qualities & Attributes**

- Excellent IT skills including accurate keyboard skills.
- Ability to work with minimum supervision, to use initiative, prioritise and complete work under pressure.
- Ability to communicate effectively, orally and in writing.

- Attention to detail, ability to retain information and produce accurate/quality work.
- Apply confidentiality to all information handled.
- Able to demonstrate tact and sensitivity when dealing with customers.
- Ability to build up knowledge of policy, legislation and developments in the field of work relevant to the function.
- Ability to be flexible with an adaptable approach to work.
- Provide a supportive working environment to colleagues.
- Stay calm when under pressure.

## Job Requirements

- Flexible approach to working location and hours (to cover evening examinations and other events)
- Must be able to travel around the county, in an agreed timely matter, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.
- Enhanced DBS check
- To undertake such other duties as may be required from time to time commensurate with the level of the post.
- To comply with all decisions, policies and standing orders of the Council and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and Data Protection Act.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.

