

Job Description

Role Title:	Exams Officer
Normal Place of Work:	Weymouth Campus
Line Manager:	Yasmin Scott-Terry

Main purpose of role

The Examinations Officer is responsible for the effective and efficient management and administration of external examinations in strict accordance with JCQ and awarding body regulations. This role is senior to the Examinations Administrator, acting as the primary point of contact and lead during exam days on either site. The officer works closely with the Exams Manager and invigilators to ensure that exam processes—from planning through to post examination tasks—are conducted seamlessly, securely, and in full compliance with regulatory requirements.

What we stand for:

Here at Coastland College, we have one purpose which stands as an ever-present and unchanging reminder of why we're here: to inspire our students and apprentices for individual success beyond expectation, ensuring that they are future-ready and prepared for today and tomorrow's world.

We're proud of who we are and the ambitious, dedicated teams who always strive to bring out the very best in our students. Recruiting more brilliant individuals who share our values and passion is so important to us, so do our values speak to you?

We are Connected: Inspired by our heritage, we play a key part in a collaborative ecosystem – where everyone has a platform to grow, contribute and make an impact beyond borders.

We are Courageous: In our relentless pursuit of excellence, we embrace challenges both big and small – we have the determination to succeed, through deep-rooted curiosity and resilience.

We are Dynamic: We embrace innovation, technology, industry advances and hands-on learning, in everything we do – helping and challenging employers to ensure they thrive in their sector.

We are Empowering: We create opportunities for all; our staff, our students, our community, the economy and the world – opening doors and helping everyone achieve their full potential.

We are Welcoming: We celebrate diversity, ensuring a safe, inclusive, supportive and sustainable environment for all – a space where everyone is valued and treated with respect.

What will the job entail?

• Pre-Examination Planning:

- o Develop and maintain systems for managing all aspects of exam administration.
- o Support the Exams Manager and collaborate with internal teams and external stakeholders (e.g., awarding bodies, JCQ, invigilators) to ensure comprehensive planning and compliance with current

guidelines.

- o Prepare annual exam plans and internal communication of key dates and processes.
- o Hold annual invigilator training sessions.

• **During and Post-Examination Administration:**

- o Oversee the secure storage and dispatch of exam scripts and materials.
- o Coordinate with IT systems to manage exam entries, registrations, and results data.
- o Ensure that confidential candidate information is handled in accordance with data protection and JCQ standards.
- o Submit registrations, examination entries and certification claims by the Awarding Body deadline and record results.

• **Stakeholder and Team Management:**

- o Liaise with Estates and other internal departments to prepare and secure exam venues.
- o Provide clear guidance and leadership to invigilators and support staff.
- o Communicate effectively with candidates and departments regarding exam schedules and any changes.

All Staff Responsibilities, regardless of role:

- Embed safeguarding into all working practices and escalate any safeguarding concerns immediately in line with the College's safeguarding policy. All new employees to the College are required to complete and obtain an enhanced DBS disclosure. Further information will be sent to all prospective employees as part of the application process.
- Adhere to Health and Safety best practices and ensure a safe working environment for everyone, according to the Health and Safety at Work Act.
- Champion and be an advocate for Equality and Diversity throughout the College, complying with all related policies and their recommendations.
- Model and promote employee values and behaviours in accordance with the Staff Code of Conduct.
- Actively participate in your appraisal, contributing to a culture of courageous self-reflection, empowerment and professional growth.
- Positively represent and promote the College both internally and externally, acting as an ambassador.
- Contribute to cross College events, supporting and promoting the College across both campuses.
- Undertake appropriate personal and professional development activities engaging with the cross-College staff development and health and wellbeing activities.
- Use all available resources efficiently and effectively, in line with environmentally and sustainable practices.

Note: This job description sets out the main responsibilities for the post, however, is not intended to be an exhaustive list. Specific duties may change from time-to-time without changing the general

nature of the post and the post holder is expected to be flexible in the range of responsibilities undertaken.

Person Specification

Shortlisting is completed by hiring managers against the Person Specification, so this is your chance to showcase what you can offer. Please ensure you demonstrate in your application how you meet the criteria outlined below to give yourself the best chance of success at shortlisting stage.

Qualifications	Essential	Desirable
English and Maths at Level 2 or above	Y	
IT-related qualifications and demonstrable experience with Microsoft Excel and other relevant software		Y
Knowledge and Experience	Essential	Desirable
Strong IT and administrative skills	Y	
Previous experience within an education setting		Y
Completing tasks to deadlines	Y	
Experience and confidence in managing own workload	Y	
Working in an administrative environment	Y	
Aware of the Joint Council for Qualifications (JCQ) regulations		Y
Skills and Abilities	Essential	Desirable
Calm and able to work under pressure	Y	
Flexible and reliable	Y	
Clear communicator	Y	
Strong attention to detail	Y	
Personal Qualities	Essential	Desirable
Team player	Y	
Natural problem solver who maintains a positive attitude in challenging situation	Y	
Other	Essential	Desirable
Full UK Driving Licence with Business Insurance	Y	