

<b>Department:</b>	Education	<b>Section:</b>	Falkland College
<b>Reports to:</b>	Quality Assurance Coordinator		
<b>Grade:</b>	Falkland Islands Government Grade - F	<b>Job Code:</b>	252ERC
<b>Overall Purpose of the Role</b>			
<p>The Examinations Officer is responsible for the management, administration and conducting of all internal and external examinations and assessments, and completing the various tasks associated with the exams cycle; ensuring that Falkland College is fully compliant with each examination board regulations.</p>			
<b>Key Role Activities</b>			
<ul style="list-style-type: none"> <li>• Responsible for the administration related to all Falkland College external and internal examinations and assessments.</li> <li>• Organise arrangements for examination entries, fees, invigilation, conduct of examinations, storage, security of exam papers and candidate scripts.</li> <li>• Ensure the accuracy of examination entries, receipt of examination material, security, safe storage and confidentiality is in compliance with the examination board requirements</li> <li>• Ensure that all examination deadlines are communicated and met including the completion of coursework and other paperwork to the correct examination standards by teaching staff.</li> <li>• Lead, recruit, induct, line manage &amp; train the team of examination invigilators for both the internal and external examinations to ensure Falkland College meets the examination board regulations.</li> <li>• Responsible for reporting and actioning all cases of malpractice/maladministration identified to the relevant examination board and appropriate educational establishments.</li> <li>• Responsible for the processing of examination results for learners and to produce centre statistics in examination results for internal monitoring purposes and for publication as required.</li> <li>• Administer English Language testing on behalf of the Customs &amp; Immigration Department.</li> <li>• To organise driving theory and driving examinations, providing feedback as necessary to candidates.</li> <li>• Write, maintain and implement procedures relevant to quality assurance and examination requirements ensuring that the examination board policies and procedures are adhered to.</li> <li>• Maintain and enter all exam data in accordance with each examination board (CITB, AAT, ACCA etc).</li> <li>• Provide monthly and annual statistics related to examinations as required.</li> </ul>			

<b>Department:</b>	Education	<b>Section:</b>	Falkland College
<b>Key Role Activities Continued</b>			
<ul style="list-style-type: none"> <li>• Liaise with all examination boards and inform the Quality Assurance Co-Ordinator of any changes or additional facilities required to meet examination board requirements.</li> <li>• Responsible for the examination process for all GCSE exams within FICS in the absence of their Examinations Officer.</li> <li>• Undertake other administrative duties as required to assist with the smooth running of Falkland College</li> </ul> <p><i>The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.</i></p>			
<b>Additional Information</b>			
<p>The post holder will have access to confidential, personal information and examination results; therefore he/she must adhere to strict rules of confidentiality at all times. Due to the nature of the role the post holder must be reliable, honest and discreet, must be well motivated to cope with set deadlines and be able to work without close supervision. Attention to detail and accuracy are paramount throughout the examination process and able to prioritise tasks according to essential deadlines.</p> <p>A high degree of flexibility to work unsociable hours is also required in order to liaise with the UK exam boards, prepare for the release of examination results and to facilitate the early start time of some examinations in accordance with the exam board requirements.</p> <p>Falkland College is subject to an annual audit by the various examination boards and other awarding bodies, in order for the College to maintain its accreditation, it is essential that records are accurately maintained and procedures are adhered to.</p> <p>This position requires maturity and sensitivity as the post-holder is in regular contact with customers, some of whom have SEND.</p> <p>This post holder will be subject to a Criminal Records Check, due to the nature of the work.</p>			
<b>Criminal Record Checks: (This post is regarded as a sensitive post)</b>			
<p>All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).</p> <p>Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.</p> <p>Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.</p>			

Person Specification:	Examinations Officer		
Criteria	Essential	Desirable	Assessment Method
<b>Knowledge, Skills &amp; Experience</b>			
Minimum of 5 years clerical/administrative experience or working in an Educational establishment.	✓		I
A high level of computer literacy with the ability to use a range of software.	✓		I/R
Excellent organisational, interpersonal and communication skills	✓		I/R
Methodical with attention to detail and the ability to enter data accurately	✓		I/R
Ability to prioritise own workload, work to strict deadlines and use initiative effectively	✓		I
Ability to write clear and concise procedures to summarise complex information clearly and accurately		✓	A/I
Experience of examination invigilation		✓	I/R
<b>Personal Attributes:</b>			
Align with FIGs Core Values – Diverse, Professional, Resilient & Resourceful	✓		A/I/R
Sensitivity to the needs of learners with Special Education Needs and Disabilities	✓		A/I/R
Ability to maintain a high degree of confidentiality	✓		A/I
Maturity and the ability to use initiative at all times	✓		A/I/R
Evidence of successfully working collaboratively within a team	✓		A/I/R
Strong team player, works well with others	✓		A/I/R
High degree of integrity and honesty	✓		A/I
Willingness to undertake relevant specialist training	✓		I
Flexible regarding working hours	✓		I/R

Person Specification:	Examinations Officer		
Criteria	Essential	Desirable	Assessment Method
<b>Qualifications &amp; Training</b>			
GCSE Grade C in English & Maths or equivalent Level 2 Qualification	✓		A
High command of English language IELTS level 7 or equivalent.	✓		A/I
NVQ Level 3 qualification in a relevant subject	✓		A
GCSE Grade C in ICT, ICDL or equivalent	✓		A
Current Manual Driving Licence	✓		A/I
In date Safeguarding Qualification		✓	A
<b>Note to Applicants:</b> Please ensure that you demonstrate your ability to meet the requirements of the job in your application form by giving clear, concise examples of how you meet each criterion.			

**Method of assessment:**

A - Application Form

I - Selection Interview

R – Reference

O - Other