



# Job Description: Examinations Administrative Assistant



## Examinations Administrative Assistant

REF: MIS014-774

### The role:

The successful candidate will provide administrative support to the Examinations and Student Records Department across both college sites. Duties include general administration, word processing, data input and dealing with members of staff and students both in person and on the telephone.

### Responsible to:

The postholder is responsible to the Examinations Officer

### Key Accountabilities and Responsibilities:

- To assess examination entry forms for accurate completion, to ensure that correct fees are charged and to issue receipts to students.
- To administer and process entries for On-Line Tests and other related duties.
- To complete examination board registrations/claims and associated forms for submission and to check examination materials upon receipt.
- To input entries and results on to Pro-Solution and to maintain an accurate database.
- To prepare examination papers and stationery in readiness for examinations and to check and despatch to the examination boards upon completion.
- To issue results and certificates to students.
- To undertake any word processing and computer input as necessary.
- To liaise with tutors, other sections and external bodies as required.
- To maintain an accurate filing system.
- To assist with enrolment duties.
- Any other duties as may be required by the Line Manager.

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.

## The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/ Desirable	Method of Assessment
Possession of GCSE English & Maths Grade A*-C (or equivalent)	E	A
Possession of Level 2 IT qualification	D	A

Experience		
Recent administrative/office experience	E	A
Word processing and keyboard skills and a willingness to undertake relevant training when necessary	E	A/AS
Database and spreadsheet experience	E	A
Knowledge and understanding of awarding organisations and the regulatory framework for administering examinations	D	A

Knowledge, Skills and Attributes		
Effective communication and interpersonal skills and the ability to work under own initiative and within a team	E	A/I
Time management and planning skills to prioritise workload and balance conflicting demands to meet strict deadlines	E	A/I
Possession of first-class organisational skills	E	I
Ability to pay rigorous attention to detail	E	I
Ability to work in a way that promotes the safety and wellbeing of children & young people	E	I
To work in accordance with and promote the Southport Education Group's Staff Charter, "Our Values"	E	I
Positive, flexible and adaptable approach	E	I
Willingness to commit to adhering to Southport Education Group policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety, GDPR etc.	E	I

Method of Assessment: A – Application, I – Interview, AS – Assessment

## Salary:

£23,652.00 to £24,144.00 per annum.

## Summary of Terms and Conditions of Employment:

There will be an annualised working year of 1498 hours. The weekly pattern of hours to be worked are commensurate with the needs of the College.

The post-holder will be entitled to receive normal remuneration for all Bank and Public Holidays normally observed in England and Wales (currently eight days) and to a further 39 working days' holiday in each holiday year (being the period from 1 September to 31 August). The College may close

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for a number of working days in the interest of efficiency. If this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 9 days. Typically, these closures occur over the Christmas and Easter periods.

Evening and/or early morning duty may be necessary during May, June, August, September and January for enrolment/examination registration and general enquiries. Annual leave may not be taken from 20 August until the 30 September.

The postholder will be eligible to contribute automatically to the Merseyside Pension Fund (subject to qualifying conditions). Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College the postholder will be expected to conduct themselves in a manner appropriate to the professional image of the College. The postholder will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS) will be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Human Resources Department on request. Copies of the policies are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the College's Intranet.

Southport Education Group is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the College's Intranet.

### Timetable for Appointment:

**Deadline for receipt of applications: Friday 11<sup>th</sup> July 2025 (10:00am)**

**Interviews will be held: Within one month of closing date.**

### Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to [personnel@southport.ac.uk](mailto:personnel@southport.ac.uk)

CVs alone will not be accepted.

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.

