



Gloucestershire College is advertising this role on behalf of Gloucestershire Professional Services (GPS).

About the Role – Employment Details

Post Number	A175
Job Title	Exams Officer
Salary	Scale 7 £31,457.54 per annum
Contract Type	Full Time/ Permanent
Campus	Cheltenham/Gloucester/Cinderford
Department	Student Programmes Office
Reporting To	Operations Manager (Exams)
Holiday	27 days holiday, plus Christmas closure and Bank Holidays
Pension	Peoples Pension

About the Role – Meet the Team

The Exams Officer plays a key role in the administration, coordination and delivery of examinations and assessments for the College. Working as part of the central Exams Team and reporting to the Operations Manager, you will help ensure that examinations are delivered efficiently, securely and in full compliance with JCQ, Ofqual, awarding body and College regulations.

You will be responsible for managing a broad range of examinations processes, including registrations, entries, timetabling, invigilation arrangements, access arrangements, results processing and certification. As the main examinations contact for the campus, you will build strong working relationships with curriculum and support teams, providing advice and guidance to staff and students while ensuring the accuracy and integrity of examinations data and records.

This is an excellent opportunity for a highly organised and customer-focused individual who thrives in a fast-paced environment and is committed to delivering an outstanding examinations service that supports student success.

We are recruiting for 3 Exams Officers: 1 x Cheltenham, 1 x Gloucester, 1 x Cinderford.

Our Cinderford Campus is open on a term time only basis and therefore, there would be an expectation to travel to our Gloucester campus outside of term time.



About the Role – Duties and Responsibilities

Examinations Planning and Administration

- Administer examinations and assessments for the allocated campus, ensuring compliance with JCQ, Ofqual, awarding body and College regulations.
- Manage examination entries, registrations, amendments and achievement claims, ensuring deadlines are met accurately and on time.
- Maintain accurate examination records, systems and documentation, ensuring information is secure and up to date.
- Liaise with curriculum and support teams to coordinate examination and assessment requirements.

Examinations Delivery

- Coordinate the delivery of internal and external examination series, including timetabling, rooming, candidate communications and examination materials.
- Ensure examinations are conducted in accordance with regulatory requirements and respond to issues arising during examination sessions.
- Manage the secure handling and dispatch of examination scripts and related materials.

Compliance and Student Support

- Support the implementation of examinations policies, procedures and quality assurance processes.
- Coordinate approved access arrangements and special consideration applications, working closely with Learning Support and curriculum teams.
- Provide advice and guidance to students and staff on examination procedures and regulations.
- Maintain the security and confidentiality of examination materials and candidate information.

Invigilation

- Coordinate invigilation arrangements and support the recruitment, training and briefing of invigilators.
- Monitor examination sessions to ensure compliance with JCQ and awarding body regulations.

Results and Data Management

- Support the processing and publication of examination results, post-results services and the distribution of certificates.
- Maintain accurate examination and achievement data and produce reports as required.
- Investigate and resolve examination data and results queries in liaison with relevant stakeholders.



Stakeholder Engagement

- Act as the main examinations contact for the allocated campus, building effective relationships with curriculum teams, support services and awarding organisations.
- Contribute to the continuous improvement of examinations processes and provide support across campuses as required.

About You

Our Shortlisting Criteria

Essential	<ul style="list-style-type: none"> · Experience in Exam administration, preferably in a Further Education or similar educational environment. · Proficient IT skills, including use of exam management systems and Microsoft Office. · Knowledge of awarding body regulations and examination procedures (e.g., JCQ, Pearson, City & Guilds, Pearson).
Desirable	<ul style="list-style-type: none"> · Experience of managing staff in a busy office environment. · Proven recent experience in leading administrative teams within a customer focused organisation. · Experience of improving processes and procedures within a busy office environment to reduce errors and improve efficiency. · Management qualification at L3 or above, or the willingness to undertake. · Equality and diversity and Safeguarding training or willingness to undertake. · Up to date knowledge of Data Protection Legislation.

The Perfect Person for us will demonstrate

Abilities	<ul style="list-style-type: none"> · Proactive problem solver, able to examine complex data sets to identify and provide solutions · Strong organisational and multitasking skills with attention to detail · Time management and planning skills to prioritise workload and balance conflicting demands to meet strict deadlines · Ability to remain calm, and work well, under pressure · Work with a high degree of accuracy · Work well both as part of a team and independently · Advanced IT skills with close attention to detail · Excellent verbal and written communication skills
Job Circumstances	<ul style="list-style-type: none"> · Able to travel between college sites (if required) · Undertake any training required for the role





- Hold an Enhanced DBS check or be willing to undertake a check.

About the College – Our Expectations

- Take an active part in the Professional Development Conversations (PDC)
- Engage with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy
- Actively promote the College's Equality and Diversity Policy
- Actively promote the College's Safeguarding Policy and Practices
- Support the College's sustainability policies and recognise the shared responsibility of carrying out duties in a resource efficient way
- Participate in enrolment
- Participate constructively in college activities and to adopt a flexible approach to your work.
- Undertake a first-aid qualification and participate in the first aid rota, as required.
- Undertake any other relevant duties as specified by your line manager commensurate with the level of this post

Safeguarding

At Gloucestershire College, we are committed to promoting the welfare and safeguarding of our young people and vulnerable adults. The College expects all students, staff and visitors to share this commitment. Safer recruitment practices are an essential part of this commitment.

If shortlisted, you will be required to complete a self declaration of any criminal record or other information that may make you unsuitable to work with children. This includes explaining any gaps in employment. Applicants will be required to disclose any cautions, convictions, reprimands or final warnings in line with the Rehabilitation of Offenders Act. The College is committed to the fair recruitment of ex-offenders in line with its policy and legal responsibilities.

Candidates will be asked to provide evidence of their right to work in the UK. Satisfactory references and online searches will also be completed as part of the safer recruitment process. The online search reviews publicly available information, including social media, to identify any concerns that may require further discussion. References may be requested either before interview, with consent, or following an offer of employment.

All successful applicants will be required to complete an enhanced DBS check appropriate to the role.