

Reviewed by; Kathryn Clarkson June 2026

Job Description

Role Title	Exams Officer
Salary Scale	MLP Support H
Working Pattern	Term-time + results days The post-holder will be expected to work as required to cover all examination requirements. The hours per week will flex during exam periods when additional hours will be needed to support students. The Exams Officer is also responsible for the download and issue of results in August. The number of working weeks paid within the contract is adjusted to cover this workload
Job Role	As the Examinations Officer for the College, the post-holder will be responsible for acting on behalf of the Head of College in matters relating to the administration of awarding body examinations and assessments.
Key Activities	<ul style="list-style-type: none"> • To ensure that the college complies with the general regulations for approved centres issued by the Joint Council For Qualifications (JCQ); • To ensure examinations and assessments are conducted in accordance with instructions issued by JCQ and awarding bodies; • To manage the associated college policies, contingency plan and risks. • To manage all examinations conducted in the college including internal mock examinations; • To provide staff and students with appropriate examination and assessment information including key submission dates and timetables; • To ensure students are entered for the examinations in accordance with teaching staff instructions; • To support the Quality Nominee with the registration of students on vocational courses and entry of assessment data;

	<ul style="list-style-type: none"> • To liaise with the SEN lead regarding students with access arrangements to ensure appropriate provision is in place; • 3rd party corresponding, keeping up to date and informed of all exam and assessment requirements and changes. • Managing team of invigilators including recruitment. • Clear and concise, timely, communications to all stakeholders through a variety of media to meet JCQ requirements and MLP networking and alignment
Person Specification	<p>Essential</p> <ul style="list-style-type: none"> • Educated to 'A Level' standard • Highly organised with great attention to detail • Experience of using ICT applications such as Google, word, excel • Excellent interpersonal skills • Calm under pressure • Proven ability to work to deadlines • Ability to build relationships internally and externally and to articulate the exam requirements effectively • Work with minimum supervision • An enthusiastic and caring approach to students • A willingness to adapt to changing circumstances and situations • Excellent problem solving skills • Proven ability to plan and organise • <p>Desirable</p> <ul style="list-style-type: none"> • Previous experience of external examinations and exam board requirements