

Exams Administrator

[Apply Now](#)

Company: Protocol

Location: United Kingdom

Category: other-general

Exams Administrator – Wolverhampton

Full time hours (37hrs per week Monday to Friday) – Temporary on-going likely until June 2024

Exams Administrators play a crucial role in educational institutions, ensuring the smooth execution of examination processes.

The role:

The Exams Administrator is responsible for all aspects of examination administration, both individually and as part of a team. They collaborate with various stakeholders, including awarding body contacts, examiners, senior management, teaching staff, students, and parents. The role involves managing examination and assessment processes for a wide variety of qualification areas. These qualifications may include Functional Skills, ESOL (English for Speakers of Other Languages), HE (Higher Education), City & Guilds, and other vocational qualifications (e.g., electricians, health and social care, hair/beauty therapists).

Responsibilities:

Understanding Regulations: The Exams Administrator reads, interprets, and executes each awarding body's regulations and procedures (typically 6-10 different bodies).

Disseminating Information: They share processed information with teaching staff and colleagues.

Invigilator Training: The administrator trains, briefs, and monitors invigilators to ensure compliance with regulations.

Data Management: Maintaining accurate records, they handle exam registrations, entries, resits, and enrolment changes.

Exam Day Planning: This includes booking rooms, arranging invigilators, implementing access arrangements, creating seating plans, and notifying students of timetables and regulations.

Exam Sessions Management: Ensuring compliance during exams, handling inspections, reporting incidents (e.g., malpractice), assessing special consideration cases, and managing applications.

IT Proficiency: Proficiently using IT tools (e.g., MS Office, EBS, awarding body websites) to manage data.

Results Processing: Accurately entering results data into the management information system (MIS) within deadlines.

Have you got what it takes?

Experience within Exam Administration/ Administrator roles

Experience with data management/ data processing

Experience managing diaries/ booking rooms etc

Fast Learner and ability to work in a fast paced environment

Benefits

Payday breakfast
Charity work support
Health care plans
Birthday day off
Fridge Fridays
Casual dress code
Cycle to work scheme
Flexible holiday allowance – buy more/sell
Discounted gym memberships
Uncapped earning potential for Recruitment Consultants
Spec Savers vouchers
Plus incentives, social events, and competitions – we love to work hard, but play hard too!, Interested in becoming a Recruitment Consultant? We're hiring! – No experience needed, all training is provided. – Competitive salaries with uncapped commission. – Excellent benefits and team culture. Email your CV to talent@protocol.co.uk or visit our website linked in the bio to find out more!, Wanting to get into Recruitment?

Let's face it, no one working in recruitment ever really grew up wanting to be a recruitment consultant. Most of us got into it by chance. The reason many people decide to get into recruitment and stay in the industry is the lifestyle and rewards available to the go-

getters. Usually, you know someone who got into recruitment and seems to be loving life, earning money, and climbing the ladder. Don't worry too much about not having Recruitment experience, if you really want it and have the right attitude our expert managers will train you up from scratch and give you everything you need to be a massive success in the industry!,

[Apply Now](#)

Cross References and Citations:

1. [Exams Administrator Jobs United Kingdom ↗](#)
 2. [Exams Administrator Jobs United Kingdom ↗](#)
 3. [Exams Administrator Jobs United Kingdom ↗](#)
 4. [Exams Administrator Jobs United Kingdom ↗](#)
 5. [Exams Administrator Jobs United Kingdom ↗](#)
 6. [Exams Administrator search United Kingdom ↗](#)
 7. [Exams Administrator job finder United Kingdom ↗](#)
1. [Exams Administrator jobs ↗](#)
 2. [Exams Administrator jobs ↗](#)
 3. [Exams Administrator jobs ↗](#)

Source: <https://uk.expertini.com/jobs/job/exams-administrator-united-kingdom-protocol-025593f480/>

Generated on: 2024-05-06 by [Expertini.Com](#)