

Kent County Council

Job Description: Exams and Accreditation Officer

Directorate:	Children, Young People and Education
Unit/Section:	Community Learning and Skills
Grade:	KR5
Responsible to:	Exam and Accreditation Manager
Work pattern:	Hours and location will vary. A flexible working approach is required to ensure business needs are met. The working pattern will include weekend and evening hours as required.

Purpose of the Job:

To undertake the end to end administration of Exams and Accreditation and Data input, ensuring CLS systems and standards are delivered in an effective and timely way that supports student success and business output and the quality standards including Awarding Body and JCQ.

Main duties and responsibilities:

1. Follow established practices and procedures administer registrations, exams and certification and ensure data input is recorded to ensure the accuracy of reporting.
2. Implement the annual exam timetable planning including invigilation to ensure registration, exams and certification are undertaken to ensure compliance with CLS and Awarding Body standards ,
3. Liaise closely with the Exam and Accreditation manager to ensure standards and up to date working practices are applied in accordance with CLS procedure.
4. Complete and maintain records pertaining to registration, examination and certification purchases and payment in line with KCC/CLS finance standards to facilitate the management of local and Cross CLS Budgets.
5. Respond to enquiries to ensure high quality internal/external customer experience and that resources are available for staff and learners for the purpose of examinations.
6. Invigilate the examination process ensuring that examinations are carried out in line with Awarding Body and KCC procedure to ensure equality of examination conditions for all students.

7. Operate in all aspects of the role to promote Access, Equality and Diversity and follow JQC requirements for E&D in respect of exam processes.
8. Support the management of local projects and other issues including Health & Safety, Safeguarding (Inc. Prevent) and Sustainability and Climate change.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: Exams and Accreditation Officer

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• Level 2 Qualification in appropriate subject• English/Maths at Level 2• ICT at Level 2 (minimum ECDL)
EXPERIENCE	<ul style="list-style-type: none">• Administration for education and/or training providers• Data input and analysis• Customer care experience• Finance and budget awareness• Evidence of examination management• Advanced knowledge of Excel
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Excellent interpersonal skills internal and external customers• High level of IT and numeracy skills• Excellent organisational skills & ability to prioritise workloads• Team leadership• Problem solving and decisiveness to enhance business success• Training and Coaching• Able to prioritise work to meet deadlines• Able to work in a flexible way as a member of county/district team• Ability to travel to meet the requirements of the service
KNOWLEDGE	<ul style="list-style-type: none">• Management Information Processes• Performance management techniques• Health and Safety/ Environment• Equality and Diversity• Awareness of budget monitoring• Accreditation process and management• Commitment to equalities and the promotion of diversity in all aspects of working• Awareness of Data Protection and confidentiality issues• Staff will be expected to have an awareness of and work within national legislation and Corporate and Directorate policies and procedures relating to Health and Safety

BEHAVIOURS AND KENT VALUES	<ul style="list-style-type: none">• We are brave. We do the right thing, we accept and offer challenge• We are curious to innovate and improve• We are compassionate, understanding and respectful to all• We are strong together by sharing knowledge• We are all responsible for the difference we make
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