



**OPPORTUNITY**

## Assistant Examinations Officer

**Reference:** R210360

**Salary:** £23,487 to £25,627 per annum pro rata – Grade 6

**Contract Type:** Continuing

**Basis:** Part Time – 14.36 hours per week

# Job description

## Job Purpose:

To provide clerical and administrative support for University examinations and to assist the Examinations Officer in their organisation and operation.

To be responsible for the administration of exams for students with additional needs and students who have to take their exams overseas.

## Main duties and responsibilities

Clerical Support for the University Examinations:

- ▶ To be solely responsible for the co-ordination and the running of arrangements in all examination sessions for students with additional needs. Organising the additional needs rooms to accommodate all the different types of additional needs. Ensuring any special versions of exam papers are provided to the specific student. Ensuring all additional needs have been met. To be the primary contact for the organisations who provide exam support workers for these students.
- ▶ To be solely responsible for the co-ordination of overseas exams. To make contact with exam centres, to keep the student updated and to package/despatch examination materials using a secure courier service.
- ▶ To be solely responsible for the preparation of the rota for the assistant invigilation staff. To be responsible for co-ordinating the Human Resources Right to Work paperwork and to assist in arranging and participating in the invigilation training sessions.
- ▶ To assist with the maintenance of data on the university examination system SITS Vision (WASP) and to generate examination reports from Infoview Business Objects.
- ▶ To be responsible for the packaging of examination papers and other materials in readiness for delivery to venues.
- ▶ To be the Secretary and active participant of the Exam Practitioners Group.
- ▶ To monitor the reproduction of examination papers.
- ▶ To assist with the maintenance and development of the Registry Examination web site.
- ▶ To be responsible for maintaining the supply of data sheets, tables and other materials for examination use.
- ▶ To ensure Chief Invigilator reports are archived and providing copies to Schools, if requested.

- ▶ To act as an Invigilator when required.
- ▶ To be responsible for the basic administration of the examination section when the Examinations Officer is absent or unavailable.
- ▶ To be able to work outside normal working hours, including weekends in order to meet deadlines and accommodate examinations which take place outside normal working hours.

Clerical support for University activities:

- ▶ To provide general support to Student and Academic Services as required such as degree congregations, enrolment, admissions and to cover staff absence.

### **Additional responsibilities**

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

## Person specification

	Essential	Method of assessment
<b>Education and qualifications</b>	A' level standard of education or equivalent relevant experience	Application form
<b>Experience</b>	Experience in an office or similar examinations environment.	Application form and interview
<b>Aptitude and skills</b>	<p>Knowledge of Word and Excel</p> <p>Ability to communicate with all levels of staff</p> <p>Ability to communicate with students and external bodies</p> <p>Ability to prioritise work and take initiative</p> <p>Ability to work independently</p> <p>Able to work to absolute deadlines</p> <p>Good organisation skills and attention to detail</p> <p>Able to work under pressure</p>	Application form and interview

	Desirable	Method of assessment
<b>Experience</b>	Working knowledge of SITS	Application Form



# Contact information

## Enquiries about the vacancy:

Name: Lesley McCarthy

Job Title: Examinations Officer

Email: [l.m.mccarthy@aston.ac.uk](mailto:l.m.mccarthy@aston.ac.uk)

## Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk) or 0121 204 4500.

# Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

**Salary scales:** <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

**Benefits:** <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

**Working in Birmingham:** <https://www2.aston.ac.uk/birmingham>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

## Eligibility to work in the UK:

### Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage <https://www.gov.uk/settled-status-eu-citizens-families>  
Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

### New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.



If you require a visa to work in the UK the most common types of visa are:

**Skilled Worker Visa**

<https://www.gov.uk/skilled-worker-visa>

**Global Talent Visa**

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

**Equal Opportunities:** Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

**Data Protection:** Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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**aston.ac.uk**



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gets real.**