



GREENE'S
COLLEGE
OXFORD

Job Description

Title of job: Examinations Coordinator (Estoril, Portugal)

Line manager: Executive Director

Context:

Greene's provides individual academic programmes adapted to the needs and aspirations of each student with flexibility regarding combinations of subjects, examination boards and course lengths. Each sixth form student is treated as an individual and has a Personal Tutor to monitor and support their academic progress and welfare at Greene's.

Our commitment to the tutorial method of learning means that each student is taught by tutors who are committed to supporting their independent study skills and realising their academic and examination potential. Greene's is non-selective, and enrolls students with a broad range of backgrounds, previous educational experiences, interests and motivations. We do however look for students with the potential to work individually and who are prepared to take responsibility for their studies. The range of ability and needs is wide, from those who seek a full course of A level study to students who need to retake some of their examinations.

The college provides a university style sixth form education - which includes individual tuition, group learning and extensive testing – to encourage resilience and independent learning. Students leaving Greene's should be curious, independent and analytical thinkers, good communicators, effective collaborative workers and confident in their manner and ability. Above all they demonstrate a caring, thoughtful, questioning and open attitude.

Position description

This role is the focal point for the organisation, management and development of a range of examination and testing services at Greene's – these include both public and internal trial examinations and tests. Examinations and tests are offered across a wide range of disciplines, subjects and levels – and also include science practical courses designed to meet the requirements of public examination boards. All the examination and testing services need to be of high quality. The role involves day-to-day management and administration of all examinations and tests; effective management, motivation and training of subordinate support and administrative staff and freelance sub-contractors such as invigilators; and an ability to plan, manage, develop, and put systems in place for future growth.

General responsibilities

- 100% accuracy of public examination entry data
- High quality of service delivery during trial & public examinations
- Effective management of subordinate staff

Management

- Maintain clear documentation that details accountable procedures for the delivery of examinations and tests
- Provide clear and – usually – written direction and support to subordinate administrative staff
- Liaise with colleagues with regard to examination entry deadlines
- Ensure that website examination information is always up to date – especially key dates and fees

Organisation of examinations

- Accurately processing examination entries for internal and external candidates
- Liaising with staff, tutors, and students to manage examination entries for each student and examination session, including advising on the availability of examinations, taking enquiries from private candidates, and submitting entries to the examination's boards
- Managing the receipt and secure storage of confidential examination materials, including stationery
- Managing Access Arrangements (extra time, dictionaries) for students where appropriate
- Organising rooms for examinations, producing and distributing timetables, and running examinations on each day of the session
- Managing the results process, from collating and distributing results and certificates through to providing support to personal tutors, students, and parents, and providing breakdown and analysis of results for staff
- Organising and managing trial examinations
- Working with the Bursar to ensure that payments for examinations are promptly received and certainly before registration of candidates with examination boards

Invigilators

- Create an annual schedule for the recruitment of invigilators based on projected examination demands – including oral examinations, coursework moderation, etc.
- Organise and run invigilator training as required

Quality

- Ensure that the quality of service delivery is of primary importance
- Systematic measurement of the quality of service delivery through client feedback
- All and any complaint from a student, client and/or tutor is reported to the line manager without delay
- Report data on the quality of service delivery to the line manager

Indicators of performance

The job requires a high level of organisational ability and strong interpersonal skills. Measures of individual performance include:

1. Accuracy of examination entries made is 100%
2. Service delivery feedback is 90% more than satisfactory
3. Inspections are graded as “excellent”
4. Examination Board accreditation is maintained

The job also requires collaborative working with and support to work colleagues as detailed above and otherwise. Overall considerations of performance will take this into account.

Attitudes, values, skills and other requirements:

- Ability to thrive in a culture of change and continuous improvement and be flexible with new ways of working & thinking
- Excellent organisational and time management skills to plan and meet deadlines
- Genuine interest, desire and ability to deliver exemplary client service

- Ability to relate well to students with a good understanding of their needs
- Ability to build and maintain strong, long-lasting student & client relationships
- Ability to work in a way that promotes the safety and wellbeing of young people
- Ability to work cooperatively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- Ability to multi-task and to work under pressure with charm, tact and efficiency
- Ability to communicate accurately in both written and spoken English
- Excellent IT skills, including proficiency with office software programs, including spreadsheets, databases & word processing
- A sense of fairness and honesty that takes priority over commercial considerations

Greene's and all its staff are committed to safeguarding and promoting the welfare of the student. The post is subject to a satisfactory result from the enhanced disclosure application to the Disclosure and Barring Service.

Remuneration:

22.400€ per year

Holidays:

There is an entitlement of 22 days holiday per year plus bank holidays, with two weeks to be taken at Christmas/New Year; and the balance to be taken during July and the first half of August. Holidays – other than short breaks – cannot be taken between 1st September and the Christmas break; between mid-January and the end of June. Holidays must be submitted to the line manager for approval four weeks in advance of the desired holiday date.

Hours: Office hours are generally 8.30 a.m. to 5.30 p.m with an unpaid lunch break of one hour, however some flexibility may be required during busy times.