



Job description

Job title:	Education Coordinator (Exams) Fixed Term Contract
Department:	Education
Reports to:	Education Manager (Examinations)
Key internal relationships:	Assessment team Colleagues in the wider Education directorate Finance team Policy team Member services and communications directorate
Key external relationships:	College examiners College assessors Examination candidates UK universities Examination centres External service providers Assessment software providers

Purpose of the role

To be responsible to the Education Manager (Examinations) for the operational delivery of and results processing for examinations run by the College, including: the Objective Structured Clinical Examination (OSCE) and the Common Final Assessment for Specialist Therapeutics – Independent Prescribing (IP). The role is varied and changes across the year, in line with the College examination and activity cycle.

Main duties

1. Managing the Clinical Placement logbook

- Maintain digital and paper-based logbook applications
- Process users onto the digital platform, including facilitating access for the mentors and students
- Ensure university results are communicated in a timely manner
- Administer the associated logbook extension processes
- Support and assist users in the set-up, input, submission and approval of the clinical logbook placements.

2. Operational Delivery: The IP qualification and OSCE examinations

- Schedule the IP examinations (three times a year) and respond to IP related queries
- Liaise with external providers, where necessary, to agree practical arrangements
- Provide key information to suppliers
- Assist with scheduling the OSCEs (four times a year) and responding to queries related to the OSCE examinations, as necessary
- Attend the OSCE examination days to assist the exams team as required
- Manage your own workload to ensure you meet tight deadlines

3. Record Keeping

- Keep accurate and easily accessible records.
- Ensure Exam Boards and candidates receive the correct information.
- Using the College's Customer Relationship Management (CRM) platform to source data for manipulation
- Ensure compliance with General Data Protection Regulations

4. Updating process documentation

- Keep written and web-based guidance documents and information for candidates, mentors and examiners up to date, to include:
 - Checking documents, including examination calendars, examination venues and schedule of fees, and other information regularly to ensure it is up to date, is in line with guidance for other assessments, where appropriate, and is consistent.
 - Ensuring that the Education pages of the college website are kept up to date

5. Communications

- Build and maintain effective relationships with internal colleagues and key stakeholders.
- Distribute accurate examination information

Other Duties:

- Assist with Scheme for Registration work-based administration during busy periods if required.
- Carry out, from time to time and as directed, any other duties as required in addition to the above that will be both reasonable and within your capabilities.
- Ensure that at all times you take care of your health and safety and that of others by complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards
- Act in accordance with the College values.

PERSON SPECIFICATION

Experience

Essential:

- Experience in assessment/qualification organisation and delivery
- Data management, analysis and reporting, with excellent attention to detail
- Handling confidential and sensitive information

Desirable:

- Working in the not-for-profit and/or education sectors
- Working with examinations and assessments
- Experience of working with Microsoft dynamics or another database system
- Supporting the organisation and conduct of clinical or practical examinations

Education/Qualifications

Essential:

- GCSEs, or equivalent qualifications, in English and Mathematics
- A degree-level qualification, or evidence of graduate-level capabilities

Skills and Knowledge

Essential:

- Excellent organisational skills
- Excellent written and verbal communication skills, with the ability to produce accurate written materials and provide clear verbal explanations
- Strong interpersonal skills, with the ability to develop good working relationships within a team
- Ability to work under pressure and in a self-directed manner, asking for help as needed
- The ability to be flexible and adaptable
- Advanced Microsoft Office skills, especially Microsoft Excel
- Accurate data entry skills

Desirable

- Organising assessments and examinations
- Understanding of medical assessments.
- Understanding of GDPR

Additional Information

The normal working hours for the post will be 35 hours a week, Monday to Friday. However, the post holder will be required to work early/late during examination periods and have overnight stays away from home where appropriate. The post holder will be able to claim time off in lieu (TOIL) for such work in line with the College's TOIL policy.

The College's OSCE examinations take place four times a year over a two-three week period. During these periods, you will be required to attend the examinations center daily. Three of the OSCEs take place in London, and the fourth in Liverpool for which expenses and accommodation are provided.

This post is based at our London office (42 Craven Street, London, WC2N 5NG). A hybrid working pattern is in place and you will be expected to work a minimum of one day in the office.

Equal Opportunities and Inclusion

The College is committed to providing equal opportunities in employment and to avoiding unlawful discrimination. We value the differences that a diverse workforce brings to the organisation.

Our values

