

Job description

Job title:	Examinations Officer
Grade:	2b
Department:	Examinations
Responsible for:	Staff as assigned
Accountable to:	Dental Examinations Manager

Job summary

To undertake day-to-day administration of examinations activity within specified time constraints. To support examiners, related groups and their examination-related activities.

Specific duties and responsibilities

Examination Preparation and Administration

- Undertake the preparation and despatch of examination materials, including clinical props and equipment, as directed by the relevant Examinations Manager
- Support the preparation and collation of assessment material for specified examinations in adherence with identified deadlines
- Arrange examiners for clinical examinations and their associated arrangements, eg hotel, travel, as directed
- Arrange and coordinate accommodation for examiners as required for UK and overseas exams, liaising with appointed travel agents as necessary
- Candidate administration for online written and practical examinations including eligibility checks, assistance on the day and post-exam quality assurance
- Check expense forms and apply budget codes for subsequent authorisation
- Correspond with examiners and respond to queries accordingly
- Provide administrative support and deputise for Examination Managers and/or Senior Exams Officers as required

Examination Centres

- Liaise with external centres to ensure the effective preparation for the running of examinations
- Confirm accommodation bookings and make changes as required
- Participate in the set-up of examinations, checking that equipment and all administrative arrangements are in order
- Supervise examinations at the College and remotely, coordinating temporary or local staff and acting as college representative as required
- Provide guidance to examiners and candidates
- Ensure that candidates adhere to the examination timetable



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- Confirm candidate identity by checking appropriate documentation
- Compile and ensure accuracy of raw examination scores as required

Committee meetings and Examiner Training Days

- Support the administration of committee meetings and examiner training days
- Book accommodation, refreshments and facilities
- Attend committee meetings, take and produce minutes where required
- Produce and dispatch attendance certificates as required

General

- Attend and support the dental or surgical Diplomates' days as required
- Maintain the office filing system
- Maintain office supplies, examination materials and stock as requested
- Maintain the integrity of examinations and related data
- Undertake such other duties, in contribution to other areas of departmental activity and appropriate to the grade, as required

The incumbent will be expected to provide his/her own secretarial and clerical assistance and assist other colleagues within the Department, as and when necessary.

Please note that this position includes travelling to centres within the UK and also overseas. It may involve weekend travel and staying away for several days at a time. Examination preparation and delivery require attendance at the RCS England building or other external examination centres.

During examinations, the post holder will be expected to work outside normal working hours and that includes weekends as well as early starts and late finish times. These will be compensated.

This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.

The Royal College of Surgeons of England is an Equal Opportunities Employer.

All College employees are responsible for records held, created or used as part of their work for the College including patient/client, corporate and administrative records whether paper-based or electronic, which also includes emails. Records should be managed and stored appropriately and should in all cases comply with the requirements of the Data Protection Act 2018 and the General Data Protection Regulation. Employees should have read and understood the College's Data Protection Policy and Records Management Policy and should follow all agreed records management and data protection procedures, seeking advice where necessary.



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Person specification

	Essential	Desirable
Qualifications	• Good all-round education (including A Levels)	
Experience and skills	• Previous experience in an administration role • Good written and communication skills • Good numeracy skills • Strict adherence to deadlines • Eager to learn new skills • Microsoft Office • Ability to work in a complex and fast moving environment	• Previous experience delivering clinical examinations
Financial management and business planning	N/A	N/A
People and interpersonal skills	• Ability to work as part of a team • Good organisational skills • Good interpersonal skills • Well presented • Good time-keeping • Able to work on own initiative • Attention to detail • Able to work to tight deadlines	



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The post holder will also need to demonstrate the following values:

Collaboration	We embrace our collective responsibilities working collaboratively and as one college.
	• We work together, using our collective expertise and experience to effect positive change • We are open, honest and transparent, straightforward in our language and actions, acting with sincerity and delivering on our commitments • We take our responsibilities to each other, to patient care and to the environment seriously and we act with this in mind across our work
Respect	We value every person we come into contact with at the College as an individual, respect their aspirations and commitments in life, and seek to understand and meet their physical and wellbeing needs.
	• We treat everyone we meet with kindness and integrity and we seek to promote these behaviours in others • We actively seek a range of views and experiences across our work, and we listen to, and make everyone feel, a valued part of the team
Excellence	We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement.
	• We work hard to be the best at what we do, recognising and celebrating effort and achievement, and reflecting on our work, so we can learn and improve • We value and invest in research, education and training to drive excellence and put improvements in surgical practice, dentistry and patient care at the heart of our work • We always seek to learn and discover more, valuing knowledge and scientific evidence, basing our decisions on insights, fact and experience

The Royal College of Surgeons of England is an Equal Opportunities Employer. We are open to all talent and we actively ensure that all qualified applicants will receive equal consideration for employment without regards to age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.



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