



Exams Coordinator

Salary £20k

Office based at Watford.

EAL is the specialist skills partner and awarding organisation for industry. We are committed to investing in the industries we serve and the careers of the people working within them. Through industry partnerships and years of experience supporting our core sectors, we have built unrivalled knowledge and understanding of employer skills needs. As a result, EAL's skills solutions and qualifications are respected and chosen by employers to deliver real career benefits for all our learners.

Collaboration is the cornerstone of everything we do. Our long-term partnerships with employers, professional bodies and our parent organisation Semta help us offer qualifications and skills solutions that are fine-tuned for the needs of our sectors. For our learners this delivers added value and underpins their careers in industry.

EAL works closely with professional institutes and industry bodies in the sectors we serve to ensure we are providing the best possible qualifications for learners and employers in the UK.

Purpose of the Role

This role is responsible for enabling customers to access examinations to suit their needs and to deliver reliable results for candidates.

The Examinations Co-ordinator is responsible for following the procedures and processes in place to enable the production and delivery of a portfolio of EAL examinations to customers and results to candidates and to support stakeholders and customers verbally and in writing.

Essential requirements to be effective in the role

- High level of competence in MS Office applications
- Ability to work in an accuracy and deadline critical environment
- Planning and managing timelines and risk
- Working as a team player to meet deadlines
- Confident manner when dealing with customer enquiries and complaints

Desirable Requirements

- Qualification in English at level 3 or equivalent
- Experience of working in regulatory environment in which Awarding Bodies operate
- Facilitating meetings
- Experience of onscreen testing systems / bespoke examinations software
- Experience of proof reading
- Document version control
- Report writing
- The ability to manage and understand and identify anomalies in examinations statistics

Skills (relevant professional qualifications/practical skills):

- Technical/role specific

- Communication (written and verbal with very good standard of English)
- Planning and organising, time management
- Customer focus
- Action orientated and highly proactive with the ability to work with an increasing degree of autonomy to coordinate/manage a portfolio of examinations end to end

For further details and an Application form please contact Susan Jones on email HR@Semta.org.uk, or by post at Human Resources, Unit 2 The Orient Centre, Greycaine Road, Watford, Hertfordshire, WD24 7GP.

Closing date for applications will be 21/03/2017

Semta is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.