

School Administrator (Assessments) - School of Veterinary Medicine - Grade E

Job Description

Purpose

To provide comprehensive administrative support to ensure successful delivery of assessment within the School of Veterinary Medicine.

To work as part of a team and support the role of the assessment subcommittee in setting, analysing and interpreting student performance against expected standards which contribute to maintaining academic standards and enhancing the quality of the student experience.

To assist with our examinations software and to work with colleagues to implement policies, procedures and produce reports for both internal and external scrutiny.

Duties

1. Play an active part in assessment processes by ensuring all aspects of examinations and assessment in the school meet quality standards.
2. Provide specialist advice and guidance to staff on the use of Maxinity examinations software and take responsibility for the IT platform Maxinity; used to deliver online examinations.
3. Assist with quality management activities related to assessment, including standard setting sessions both internally and liaison with External Examiners.
4. Liaise with external bodies as and when necessary.
5. Assist with the provision of reports to meet the requirements of the Royal College of Veterinary Surgeons (RCVS) and other regulatory bodies.
6. Manage student data, maintain confidentiality and share assessment information as appropriate.
7. Create and maintain overall plans and monitor adherence to policies and procedures to ensure examination quality ahead of the examination period. Ensure issues are escalated/dealt with promptly and accurately.
8. Support the module leads in ensuring all assessment tasks are compliant with published deadlines and the University's procedures to enable Module and Programme boards to take place efficiently and effectively.
9. Co-ordinate assessment delivery and contribute to process improvements.
10. Assist with the planning and organisation of invigilators to include training and managing invigilators during the examination period, managing student examination absences and the recording of exam incidents.
11. Promptly deal with queries arising from the release of results and progression, assessment appeals and fitness to practice and student fitness to study.
12. Support the work of the assessment sub-committee to ensure it meets its terms of reference and contribute to future review and enhancement of the sub-committee with a view to continuous improvement.

13. Co-ordinate the annual assessment schedule making information available for scrutiny by staff and students. To support the quality “standard setting” meetings recording assessment decisions.
14. Assist with planning and organisation of clinical OSPE assessment. Responsible for the management of OSPE staff during the examination period.
15. Develop clear, concise presentations, reports and documents of the examination processes and results for internal and external reporting.
16. Assist in the development of training, workshops and tutorials for UCLan and external staff to become familiar with assessments policies and procedures within the school.
17. Support the Assessment Lead in preparing for the Assessment subcommittee meetings.
18. Undertake such other relevant duties and responsibilities, appropriate to the grade as may be determined by the line manager.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Demonstrable experience of current administrative work in a higher/further education setting (Application/Interview).
- Experience of assessment and examination (Application/Interview).
- Understands safeguarding and its importance within the school (Application/Interview).
- Experience of working in an environment providing professional services, with a high degree of customer contact (Application/Interview).
- A range of GCSEs, including English Language and Maths at Grade 4/C or above, or appropriate equivalent experiential learning (Application).
- Proficiency in IT and Microsoft Office tools (Application/Interview).
- Strong organizational skills, with the ability to multi-task and manage others (Application/Interview).
- Capability to work under pressure, prioritize tasks, and meet deadlines whilst maintaining accuracy (Application/Interview).
- Strong written and verbal communication skills for clear and concise information delivery (Application/Interview).
- Experience working in cross-functional teams and adaptability to change (Application/Interview).
- Ability to quickly assimilate and produce accurate, timely minutes from written and verbal information (Application/Interview).
- Self-motivation, resilience, and a proactive approach (Application/Interview).
- Problem-solving skills, contributing ideas and solutions with initiative and flexibility (Application/Interview).
- Experience working independently while being an effective team member in high-performing groups (Application/Interview).

- A commitment to service excellence and continuous improvement (Application/Interview).
- Ability to be assertive, tactful and to maintain confidentiality (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Supporting All and Creating Opportunity as a framework for decisions, actions and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- Experience of assessment practices in an Undergraduate setting (Application/Interview).
- Evidence of being attentive and responsive to the needs of organisation (Application/Interview).
- 'A' level or equivalent qualifications (Application).
- Use of SharePoint and specialist software e.g. Maxinity (Application/Interview).