



Job Title	Assessment and Examination Manager
Size of Post	27 hours per week x 52 weeks per annum (0.75 full time equivalent)
Hours of work	Hours to be worked flexibly across the week – may include evenings/Saturdays
Salary	£21,265 - £22,580 per annum (full time salary £28,357 - £30,107) (pay award pending)

This is an exciting opportunity for an experienced Assessment and Examinations manager to join an outstanding Adult Education service. The successful candidate will take responsibility for the administration, organisation and smooth running of assessments and exams and manage our exam and invigilator teams. This role requires absolute accuracy and the use of highly organised systems.

You should be able to evidence successful experience of coordinating exams and assessments across an institution and have a thorough knowledge of the JCQ regulations and awarding organisation processes. You will need to have excellent communication skills and be self-motivated, with the ability to work effectively and collaboratively with a variety of stakeholders to provide an assessment and exams function which meets the needs of both staff and students.

We are seeking a candidate who has excellent skills using the Microsoft Office suite and who would be willing to acquire skills in our Management Information Systems. Excellent organisational and planning skills will be crucial in order to be successful in this role, along with good attention to detail and strong time management skills.

The successful candidate will be required to work 27 hours per week, flexibly across the week.

The post will be based in Redbridge Institute's main site at Gants Hill. We have excellent facilities and professional development opportunities for staff.

Interviews to be held on 25th and 26th April 2019.

For further information and an application form, please visit our website

www.redbridge-iae.ac.uk

We only accept applications on our standard application form which must be emailed to staffing@redbridge-iae.ac.uk or posted to be received by 5pm Monday 8th April 2019