

FAB Learning

Forming a new beginning through bespoke interventions.

Job Description

Position: Exams Facilitator

Salary: £25,000 - £28,000

Hours: 8:30am - 4:30pm (half hour lunch break)

35 days off per year with 15 days to be worked over the summer holidays (August)

Holidays to be taken during the half term holidays stipulated by the Nottinghamshire County Council academic calendar

Function of the Role:

To lead and coordinate the administration of exams across the provision, including carrying out scheduling, administrative and functional processes that enable learners to achieve various qualifications at different points in the academic year. The post-holder will be responsible for ensuring compliance with NOCN and FAB Learning processes to upkeep the provision's status as an exam center while ensuring positive outcomes.

Location: Home working with travel to Nottinghamshire / Derbyshire when required. Days on site will increase during scheduled exam weeks set throughout the year

General Responsibilities:

- ★ Liaise with tutors, Managers, and internal and external quality assurers on a regular basis to share pertinent information and meet appropriate deadlines
- ★ Scheduling of examinations for learners at set dates throughout the academic year for the completion of various examinations, including Maths and English Functional Skills Entry-Level 1 to Level 2
- ★ To work to existing business processes in performing a wide and varied tasks related to administering examinations, having due regard to confidentiality, safeguarding and existing company policies.
- ★ To adhere to NOCN and FAB Learning systems for registering learners, assessment, internal and external quality assurance, and results submission and certification
- ★ Complete appropriate paperwork to maintain examination data and contribute to progress monitoring
- ★ Support the FAB Learning Office Administrator with attendance monitoring
- ★ During non-examination periods, support with quality assurance processes and certification of various qualifications across the organisation
- ★ Ensure that safeguarding and learner/tutor information is kept confidential and up-to-date, adhering to GDPR legislation and *Keeping Children Safe in Education 2025*.
- ★ To coordinate all systems and logistics involved examination periods, including registration of learners, transportation, invigilation, assessment, record-keeping and internal quality assurance

Requirements:



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- ★ **ICT Literacy:** In order to fulfil this role, candidates will require the skills necessary to work independently and record and organise information on a secure network (Google Drive) using word processing functions and online systems. The successful applicant will also be required to demonstrate skills in using a variety of technology platforms to a high level of efficiency and a willingness to engage in ongoing training and CPD.
- ★ **Communication and Interpersonal Skills:** A high level of written and verbal skills is required to ensure clear communication with a variety of stakeholders. The successful candidate will be adept at providing meaningful feedback to others, working alongside a team, and coordinating and leading projects efficiently.
- ★ **Time Management and Organisation:** The successful candidate will be required to upkeep digital and paper files to a high standard in order to meet statutory deadlines and ensure the confidentiality of examination materials and results. The post-holder will show proficiency in handling large quantities of data and information as well as attention to accuracy.
- ★ **Valid UK Driving Licence:** The post holder will engage in home working, but will require travel across Nottinghamshire and Derbyshire intermittently. A valid driving licence and access to a roadworthy vehicle with business insurance are essential for carrying out various components of the role.

FAB Learning is committed to safeguarding and promoting the welfare of children and young people. All candidates will be subjected to Safer Recruitment checks and will not be able to commence employment without a satisfactory DBS and two references.