**Role: Examinations Administrator**

**Salary: £ 34, 319 p.a.**

**Location: Hybrid Working – Remote / London**

**Contract Type: Fixed Term (13 Months), Full Time (35 hours)**

**How to Apply**

If you believe that you are the right person for this role, please submit your CV and Cover Letter

to Leanne Timon at ltimon@rcoa.ac.uk by **Friday 15th November 2024.**

Please note that the close date could be subject to change depending on the success of the recruitment process.

**About You**

To be considered for the Examinations Administrator role, you should be highly numerate with a keen eye for detail this is essential for ensuring accuracy in examination processes. You demonstrate excellent interpersonal and communication skills, both written and verbal.

You are comfortable with learning new software and database systems quickly. Your methodical approach ensures that you work accurately, even under pressure. This role will require you to be flexible and occasionally travel around the UK, with appropriate notice to allow you to plan accordingly.

You have proven experience of excellent customer care and organisational values. You should have a strong proficiency in Microsoft Office, including Word, Excel, and Outlook.

Ideally, you also bring knowledge of UK postgraduate medical education and medical training processes. These skills would further enable you to understand the unique requirements of our sector and contribute effectively to our team.

**About the Role**

This role forms part of the team leading the development and delivery of the Fellowship of the Royal College of Anaesthetists (FRCA) written exams in conjunction with our exam delivery partner. This role also offers direct support to the Data Analyst in the collation of examination data and the production of examiner and candidate surveys

The key tasks and responsibilities this role will oversee are as follows:

• Development and delivery of written exams

• Maintenance of item banks

• Production and quality assurance of question papers

• Candidate feedback and guidance

• Support with the application of reasonable adjustments to exams

• Support in the collation of examination data

• General exam administration and support to the department

**The Package**

This is a full-time, fixed term (13 months) position with a competitive employee benefits package, which includes (but is not limited to):

* 26 days of annual leave, plus bank holiday
* Healthcare support through Benenden Health
* Up to 12% pension contribution
* Hybrid and flexible working
* Wellbeing hour once a week
* Cycle to work and employee discounts schemes
* Training and development opportunities
* Access to Mental Health First Aiders and Employee Assistance Programmes

**About the College**

The Royal College of Anaesthetists is the professional body responsible for the specialty throughout the UK. We are the third largest medical royal college in the UK by membership. With a combined membership of more than 24,000 Fellows and Members, we ensure the quality of patient care by safeguarding standards in the three specialties of anaesthesia, intensive care and pain medicine.

At RCoA diversity, equality and inclusion is an integral part of our culture so it is important to us that this is reflected in everything that we do. We welcome applications from all individuals irrespective of age, race, gender, sexual orientation, ethnicity, religion or belief, disability, marital status, or parental responsibilities to ensure we actively embrace an inclusive and representative culture that encourages, supports, and celebrates our differences.

Unfortunately, due to the volume of applications, we are unable to provide detailed feedback to candidates on their application. Only short-listed applicants will be contacted after the closing date. Please note that the closing date is subject to change.

If you have any questions or would like more information about this opportunity, please contact: ltimon@rcoa.ac.uk