



LONDON SCHOOL
OF SCIENCE
& TECHNOLOGY

Job Title: Exams Coordinator

Location: Alperton Campus, Wembley, London

Type of employment: full-time

Salary: £ 18 – 23.000 per annum

LSST – London School of Science and Technology

LSST is a higher education institution that prides for providing high quality education to individuals from all background, abilities and aspiration to fulfil their potential through learning, achievement and progression.

London School of Science and Technology (LSST) was founded in 2003. It has since grown to become one of the leading Higher Education institutions of its kind in the private sector with campuses in London, Luton and Birmingham.

Job Purpose: The Assessment Officer will be integral in providing a high level of administrative support for assessment of the programmes in place.

Main Responsibilities:

- Responsibility for the central functions and administration of student progress, assessment and examinations, completion and graduation.
- Administration of the collection, input and maintenance of accurate student data and producing management information as necessary.
- Ensuring that assessment cycle is always completed on time.
- Facilitating preparation for assessments/examinations.
- Distribution of assessments with marking guidelines to lecturers, ensuring timely return of marks and feedback.
- Ensuring that all required data is provided in a timely manner to maintain the University's QA processes and standards.
- Servicing Exam Board committees and similar bodies.
- Liaising with relevant University colleagues as appropriate.
- Distribution of letters, and any other documents/communications with students relating to the assessment cycle.
- Assisting in development, testing and maintenance of administrative and computer based systems, liaising with IT Services and promoting the development and increased use of the virtual learning environment

Essential criteria for applicant

- Computer literate with a good knowledge of Microsoft Office, especially Excel
- Good Interpersonal skills with the ability to communicate at all levels especially on the telephone
- High level of accuracy and attention to detail in data inputting and ability to concentrate in a busy office environment
- Highly organised and able to evidence experience in working independently to deadlines
- Be able to work quickly, calmly and accurately under pressure



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Desirable criteria for applicant

- Experience of administering HE and/or FE Examinations
- Timetabling experience