



BPP Job Description

Job Title University Assessment Officer (Results)

Department University Central Administration

Location Home based

Additional details

Travel requirements (if applicable)

Contract type Full time and permanent

Hours of work Monday to Friday 9am-5:30pm

Reporting lines Reports to Assessment Manager or Senior Assessment Officer

Job Purpose

As a University Assessment Officer (Results) you will be a key member of the Assessment Team (Results), working to provide an outstanding service in support of the maintaining and releasing of assessment results.

Where necessary you will be expected to assist other Assessment teams within the University Central Administration Team which may include all regular administrative duties to ensure the success of assessment operations at BPP University.

Key Responsibilities

- Maintaining and managing assessment results databases
- Releasing assessment results
- Responding to CMS and email queries (from students, Schools, and other parts of the organisation)
- Stakeholder management and building relationships across the organisation
- Liaising with University departments to provide information about completing students and assessment results
- Preparing board reports such as Module Results, Completions & Exits, Extenuating Circumstances, Appeals etc
- Preparing results list for Graduation, Academic Council, Student Records, list of resitters for finance and for regulators where relevant (SRA, BSB).
- Assisting with HESA returns
- Attending Exam boards
- Undertaking any other reasonable duties commensurate with the level of the role

- Undertaking all duties and responsibilities in compliance with the rules and regulations
- Adhere, comply and work in accordance with University and Departmental policies, procedures, codes of conduct and GDPR.
- Participate in training and professional development associated with the role

Skills, experience & qualifications required - Essential

- Experience of working in a professional academic support team, in a higher education academic support service or other relevant administrative setting.
- Familiarity with MS Office and possessing a high level of IT competency, including advanced Excel
- Excellent communication skills with ability to communicate with students and staff in a helpful and professional manner
- Ability to set own goals in addition to achieving given targets and deadlines
- Good organisational and time management skills with the ability to meet deadlines under pressure
- Ability to prioritise a diverse and demanding workload working to often competing deadlines in a calm manner
- Ability to interpret and apply academic regulations and policies and apply them to your day-to-day work
- Evidence of analytical and problem-solving skills
- Excellent attention to detail and the ability to maintain a professional manner and calm approach in a busy office environment and in delivery of assessment services for students
- Confident individual with a strong team working ethic with a can-do attitude

Skills, experience & qualifications required - Desirable

- Experience of, and competency in, the use of Filemaker databases would be a distinct advantage
- Experience of, and competency in, the use of the Banner student information system would be a distinct advantage
- Knowledge of Higher Education Regulations/Regulators eg QAA, Quality code and OFS