



St George's, University of London

Registry

Examinations Administrator

Ref: 977-25-R

JOB DESCRIPTION

Post Title	Examinations Administrator
Grade	CSG 4
Contract type	Fixed Term for 6 months
Responsible to	Senior Examinations Officer (Examinations)
Accountable to	Head of Examinations
Responsible for	N/A
Liaises with	Registry, academic and clinical colleagues, academic/support service departments, students and External bodies

Overall purpose of job

The Examinations Team is responsible for the overall management of examinations and assessments at City St George's School of Health and Medical Science . The Examinations Administrator will assist in the planning, organisation and running of examinations.

1. Main Duties and Responsibilities

Under direction from the Assistant Registrar (Examinations) and Senior Examinations Officer:

1. Academic and Student Support

Using various modes of communication (e.g. face-to-face, email, telephone):



- Provide basic advice to students and staff regarding examination related issues and regulations (e.g. Schemes of Assessment, additional examination arrangements, mitigating circumstances)
- Provide appropriate advice to academic staff regarding examination processes
- Provide information (e.g. dates) to external examiners
- Liaise with external suppliers, including ordering stationery and catering (where necessary)
- Liaise with the porters to ensure arrangements are in place for all written and practical examinations
- Ensure the examinations web page is accurate and provides up-to-date information

2. Examination Procedures and Arrangements

- Produce and maintain candidate information for each programme and year
- Ensure all necessary arrangements are in place to ensure the smooth of running of all examinations (written and practical), including but not limited to: examination invite letters, implement additional arrangements, creation and distribution of examination papers and implementing the starting and stopping procedures
- Initiate meetings, attend and clerk: blueprinting, standard settings and results review meetings for written and practical exams where appropriate and including international campuses
- Assist with the collation of questions and distribution of results and feedback
- Prepare and process results using the appropriate software (eg QPERCOM)
- Prepare basic marksheets and result spreadsheets
- Input and check marks, including in SITS
- Produce and distribute result notifications to students and academic staff, via result letter and portal
- Manage the real patient database and recruit as necessary.

3. Statistical Support

- Assist in the preparation, checking and dissemination of student results.
- Prepare and check data for analysis

4. General

- Monitor own workload and prioritise appropriately
- Identify areas of concern, suggest solutions and escalate appropriately
- Contribute to and support projects undertaken by the Exams Team
- Show a flexible approach and be a proactive member of the team
- Utilise the SGUL purchasing system (Agresso) to order and receipt goods
- Ensure arrangements are in place for Review of Papers and Board of Examiners meetings, and attend as appropriate
- Create and update examination procedure documentation
- Provide assistance to the Student Life Centre when required
- Undertake such other duties appropriate to the grading of the post as may be assigned by senior Exams colleagues or the Academic Registrar.

It is expected that staff working at St George's, University of London will be involved in our mentoring and tutoring activities, as appropriate, as well as supporting admissions, student recruitment and access and widening participation activities (MMI interviews, Open Days, school visits, clearing etc) where applicable. All academic staff are expected to act as a personal tutor.

You are also expected to undertake other activities appropriate to your grade as directed by your manager. This job description reflects the present requirements of the post. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder from time to time. St George's, University of London aims to provide opportunities for all its employees to develop the skills required to be successful in their role and to further develop their careers.

2. Special Factors

The post holder may need to work outside of usual office hours to ensure that examinations are accommodated, during the busy summer examination period (Feb –August). This role requires accuracy and attention to detail at all times and significant manual handling of examination material.



Person Specification

Criteria	Description	Essential/ Desirable	How it is to be tested
Qualifications	A-levels or equivalent	E	PQ/AF
	Good standard of general education (including English and Maths)	E	AF
Experience	Experience within an administrative role	E	SS1 , INT
	Previous experience of examination/assessment administration	D	INT
Knowledge/ Skills	Excellent organisational skills, ability to organise complex data and work consistently with attention to detail	E	SS2 , INT
	Ability to work successfully as part of a team, and on own initiative	E	INT
	Excellent oral and written communication skills	E	ST
	Excellent time management skills and the ability to prioritise workload to meet strict and often overlapping deadlines	E	SS3 INT
	Excellent IT skills including the use of Microsoft Office tools, as well as experience of using databases	E	SS4 INT

	Familiarity with student information systems (e.g SITS database)	D	INT
Personal Attributes	Sound interpersonal skills and ability to deal professionally and empathetically with students and staff at all levels	E	SS5 INT
	Systematic and logical	E	INT
	Highly motivated, proactive and flexible, reliable and approachable	E	INT
	Understanding of issues surrounding confidentiality and data security	D	INT

Key:

PQ=Prerequisite Qualification, AF=Application Form, CV=Curriculum Vitae, SS=Selection/Supporting Statements, ST=Selection Test/Presentation, INT=Interview

Note: Elements marked SS (Supporting Statements) in the Person Specification will be highlighted in Step 6 (Supporting Statements) on the online application form. Applicants' answers to Step 6 are an essential part of the selection process. Applicants should write individual supporting statements to demonstrate how their qualifications, experience, skills and training fit each of the elements highlighted in this section.

Applicants should address other elements of the Person Specification in Step 7 (Additional Information). Shortlisting will be based on applicants' responses to Step 6 **and** Step 7. Therefore applicants should complete both sections as fully as possible on the online application form.

Updated December 2025

About us

City St George's, University of London is the University of business, practice and the professions.

City St George's attracts around 27,000 students from more than 150 countries.

Our academic range is broadly-based with world-leading strengths in business; law; health and medical sciences; mathematics; computer science; engineering; social sciences; and the arts including journalism, dance and music.

In August 2024, City, University of London merged with St George's, University of London creating a powerful multi-faculty institution. The combined university is now one of the largest suppliers of the health workforce in the capital, as well as one of the largest higher education destinations for London students.

City St George's campuses are spread across London in Clerkenwell, Moorgate and Tooting, where we share a clinical environment with a major London teaching hospital.

Our students are at the heart of everything that we do, and we are committed to supporting them to go out and get good jobs.

Our research is impactful, engaged and at the frontier of practice. In the last [REF \(2021\)](#) 86 per cent of City research was rated as world leading 4* (40%) and internationally excellent 3* (46%). St George's was ranked joint 8th in the country for research impact with 100% of impact cases judged as 'world-leading' or 'internationally excellent'. As City St George's we will seize the opportunity to carry out interdisciplinary research which will have positive impact on the world around us.

Over 175,000 former students in over 170 countries are members of the City St George's Alumni Network.

City St George's is led by Professor Sir Anthony Finkelstein.



St George's School of Health and Medical Sciences currently offers a range of employee benefits:

- Salary:** **£30,378** pa, (pro-rated for part-time staff). The starting salary range for CSG 4 is **£30,378 – £31,236** and appointment is usually made at the minimum point.
- Hours:** 35 hours per week which can be done flexibly in various ways or part time/job share can also be considered. Staff are expected to work the hours necessary to meet the requirements of the role and this will be dependent on the service area.
- Annual leave:** 30 days per annum. Plus eight UK public holidays and four days when City St George's, University of London is closed (usually between Christmas and New Year). Part time staff receive a pro rata entitlement.
- Pension:** Membership of competitive pension schemes with generous employer contribution and a range of extra benefits.

[Superannuation Arrangements of the University of London \(SAUL\)](#)

[London Pension Fund Authority \(LPFA\)](#)

[Universities Superannuation Scheme \(USS\)](#)

[National Health Services Pension Scheme \(NHSPS\) \(existing members only\)](#)

- Flexible working** Flexible working, including part-time or reduced hours of work, opportunities to work from home for many posts, compressed hours and local flexibility in agreeing start and finish times of work.
- Travel** City St George's, University of London offers an interest free season ticket loan and participates in the [Cycle to Work Scheme](#).
- Gift Aid** If you would like to make a tax-free donation to a charity of your choice, this can be arranged through our Payroll.
- Sports and Leisure Facilities** Rob Lowe Sports Centre, situated on the St George's Healthcare NHS Trust site offers exercise facilities that can be utilised by City St George's, University of London staff.
- Within walking distance from St George's is Tooting Leisure Centre. Facilities include a swimming pool, gym and various exercise classes. The Centre offers staff an all-inclusive corporate membership. For more information please contact [Tooting Leisure Centre](#).



Shops and facilities There are a number of shops and facilities situated on site including ATMs, student bar and shop, Pret a Manger, M&S Simply Food store, library and multi-faith room.

Informal enquiries

Informal enquiries may be made via email to: opolishc@sgul.ac.uk

Making an application

All applicants are encouraged to apply on line at <http://jobs.sgul.ac.uk> as our system is user friendly and the online application form is simple to complete. Please note that CVs only will not be accepted.

For any accessibility issues please contact hrhelp@sgul.ac.uk

Closing date: **Sunday 8 February 2026**

Interview date: TBC. As shortlisted candidates will be notified by email, it is imperative that you provide an email address that is accessed frequently.

Please quote reference **977-25-R**

We are delighted that you are interested in working at St George's School of Health and Medical Sciences. You will be notified of the outcome of your application by email. We aim to respond to all candidates within 5 weeks of the closing date of the vacancy.

