Exams Coordinator
Full time (35 hrs/wk), permanent
Based central Reading, Berkshire
Salary circa £21,000 FTE pa plus benefits

We’re looking for an enthusiastic individual with very strong attention to detail to join our Timetabling and Exams Operations Team!

University College of Estate Management (UCEM) is the leading provider of supported online education for the Built Environment. Currently celebrating our 100th year as an institution, we have a wealth of history and experience in providing the highest quality learning opportunities. At any one time, we have over 3,500 students from more than 100 countries benefiting from our qualifications. UCEM helps to enhance Built Environment professional careers through our accredited property-related and construction programmes, offered at Postgraduate, Undergraduate and Apprenticeship levels. Our centenary year has inspired our new vision to be the Centre of Excellence for Built Environment Education, appropriately abbreviated ‘CX’ to help us look to the future and lead our strategy for the next 10 years. This is all to achieve our core purpose of providing accessible, relevant and cost-effective online education, producing leading talent for a better Built Environment.

This is a fantastic opportunity to work within the Academic Registry – Timetabling and Exams Operations Team, making arrangements for exams worldwide. You will play a key role in organising exam venues in over 100 countries as well as supporting the wider team with the arrangements for Apprenticeship workshops in the UK. Working in a busy and lively team, you will also contribute to the teams’ continuous improvement ethos by proactively suggesting process improvements.

You will be responsible for the organisation of all aspects of exam centre booking, including identifying requirements using our SITS student database; finding new exam locations where required; coordinating and dispatching exam centre parcels; making arrangements for students that require additional support; and the preparation and sending of examination information to students. You will also be expected to provide support to other teams during peak periods such as Academic Registry (Quality and Standards) and Assessment teams.

Key qualities we’re looking for include:
- Minimum GCSE English and Maths grade C (or equivalents)
- Previous office experience
- Strong communication and listening skills
- Commitment to quality and following processes
- Excellent attention to detail
- Experience using databases as part of previous roles
- Strong time management and organisation skills

At UCEM we expect all our employees to demonstrate our values: Passion, Integrity, Excellence and Support.

JOB SPECIFICATION
We have a very detailed job specification for this role so please, before applying, take a look:
www.ucem.ac.uk/jobs

INFORMAL DISCUSSION
For an informal discussion about the role please contact Montanna Banks on 0118 921 4616 or m.banks@ucem.ac.uk alternatively contact the HR team on 0118 467 2243 / 7051 or recruitment@ucem.ac.uk

APPLICATION DETAILS
To apply please send your CV, covering letter, and Recruitment Check Form to recruitment@ucem.ac.uk
CLOSING DATE
Tuesday 12 March 2019 5.00 p.m.

Please note, applications may be reviewed as and when they are received, so you may be invited to interview ahead of the closing date.

SAFEGUARDING CHECK
Please note any appointment to this post is conditional upon and subject to an enhanced certificate (criminal record check) issued by the Disclosure and Barring Service (DBS), which will also include a check of the DBS Barred Lists.

NOTE TO AGENCIES
We do not use agencies as part of our recruitment process. We politely ask that you respect this decision and do not call our offices on seeing this advertisement; if you do, the same message will be repeated to you. Thank you for your co-operation.