

JOB DESCRIPTION

JOB TITLE	Examiner Panel Officer (Maternity Cover)
TYPE OF CONTRACT	9 Months Fixed Term, Part-time
RESPONSIBLE TO	Chief Examiner
GRADE AND SALARY	Grade 3 £30,970 - £34,857 (1 FTE) £26,545.71 - £29,877 (pro-rata 0.86 FTE) Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range
HOURS OF WORK	30 hours per week; 6 hours per day, Monday to Friday between the hours of 9:00am – 5.30pm, plus evening and weekend work as and when necessary
KEY WORKING RELATIONSHIPS	Chief Examiner, Chief Examiner Associates, Allocations team, Qualifications Manager, Quality & Compliance manager, Operations Team Leaders, HR
INTERNAL	
EXTERNAL	Examiner Team Leaders, Examining Panel (approx. 200) Teachers, Centre Coordinators
PROBATIONARY PERIOD	Your employment will be subject to a probationary period of 5 months
BENEFITS	
(1) HOLIDAY ENTITLEMENT	Generous annual leave of 28 days plus Bank holidays (This is inclusive of any days when LAMDA may be closed, e.g. Christmas closure)
(2) PENSION	After 3 months of continuous service, you will be automatically enrolled into our qualifying workplace pension scheme with AVIVA. LAMDA will make an additional contribution in accordance with auto-enrolment regulations
(3) GP 24	You have access to remote, private GP services 24/7, 365 days a year. GP 24 is supported by highly experienced and knowledgeable doctors

(4) EMPLOYEE ASSISTANCE PROGRAMME (EAP)	EAP is a confidential employee benefit designed to help you deal with personal and professional problems that could be affecting your home life or work life, health and general wellbeing. EAP service provides a complete support network that offers expert advice and compassionate guidance 24/7, covering a wide range of issues
(5) CYCLE TO WORK SCHEME	LAMDA offers a salary sacrifice cycle to work scheme
(6) EYE TESTS	Sight test costs are reimbursed to employees who require VDU use
(7) HYBRID WORKING	Hybrid working may be offered for some non-student facing roles. We expect a norm of 60% of your time in the office and 40% of your time to be worked from home
(8) GROUP LIFE ASSURANCE	After 6 months of continuous service you will become eligible for the death-in-service benefit, whereby the nominated beneficiary could receive approximately 4x annual salary payment if death occurs whilst in Service
(9) SEASON TICKET LOAN	LAMDA offers an interest-free loan for the purchase of an annual season ticket

JOB PURPOSE

The purpose of this job is to liaise with the Chief Examiner and Chief Examiner Associates in order to lead the organisational and administrative requirements as follows:

- To lead and administrate the Examiner monitoring process including liaising with CCs, Teachers, the Examiner Monitoring Team (EMT) and Examiners and to be responsible for responding to Examiner enquiries.
- To lead and administrate Examiner Subject Support surgeries and to be responsible for responding to Examiner enquiries.
- To administrate Examiner recruitment and to be responsible for responding to recruitment enquiries.
- To administrate Examiner standardisation and training events, online and F-2-F and to be responsible for responding to Examiner enquiries
- To organise and administrate Team Leader events
- To circulate Examiner documentation and post meeting feedback for the examining panel
- Provision of pastoral and professional support for examiners

DUTIES AND RESPONSIBILITIES

- To organise Examiner recruitment training, monitoring, Standardisation and Subject support sessions events, including pre and post event documentation.
- To manage Examiner and Trainee availability for panel recruitment and training and liaise with the Allocations team to ensure trainer allocations to support training sessions.
- To assist with new Examiner on-boarding process
- To liaise with the Chief Examiner to administer LAMDA Examiner monitoring requirements and to manage Examiner and Examiner Monitoring Team (EMT) availability.
- To manage Examiner availability for standardisation events

- To manage Examiner attendees and Facilitators for Examiner Subject Support sessions (ESSS)
- To liaise with Finance to ensure Examiner payments are made for training events and Trainee expenses are processed
- To understand general administrative duties such as filing, scanning, photocopying
- To be available for week work to support Examiner training, standardisation and monitoring events.
- To assist with quality checking of Musical Theatre self-tapes prior to assessment

This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with line management. The successful applicant will be required to go through a DBS 'Enhanced Disclosure' check. Expenses will be met by the Academy.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
SKILLS / ABILITIES	Understanding of Communication and Performance qualifications Excellent communication and people management Strong oral and written communication skills Excellent interpersonal skills Excellent organisational skills Initiative and problem-solving skills To be able to collaborate positively in any situation	Confident using digital platforms Flexibility and the ability to respond positively and promptly to challenges	CV/Cover letter/ Interview
KNOWLEDGE	Understanding of each of the subjects within the LAMDA portfolio of syllabi including Musical Theatre and Shakespeare Good IT knowledge	A working knowledge of the regulatory framework Experience working in an awarding organisation	CV/Cover letter/ Interview
EXPERIENCE	Previous administrative experience Previous management experience Teaching and assessment experience Experience organising training events	Previous experience in the performing arts Previous experience of graded examinations Previous experience and confidence in organising training and general events	CV/Cover letter/ Interview

QUALIFICATIONS	Minimum of Level 4 (or equivalent) Including English or Drama	Degree or equivalent	Certificates (If applicable)
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	ESSENTIAL	DESIRABLE	
QUALITIES	Flexible and adaptable Excellent team working Strong oral, written communication and numeracy skills Should be a self-starter Proven ability to work under pressure Proven ability to manage priorities and workloads effectively	Positive mental attitude and 'can do' approach Ability to lead others in a team	CV/Cover letter/ Interview

