

TRINITY COLLEGE LONDON	Job Description
JOB TITLE:	Examiner Booking Co-ordinator (Music & Drama) UK & Ireland
Accountable to:	Exams Delivery Manager
Staff managed:	None
PURPOSE OF THE JOB	
To work with the UK & Ireland market co-ordinating the allocation of examiners to sessions for Music & Drama exam sessions and to ensure most efficient use of available examiner time.	
KEY ACCOUNTABILITIES & TASKS	
<p>Examiner Allocation</p> <ul style="list-style-type: none"> Co-ordinate collection of examiner availability via Trinity's database and other methods (e.g. market forecasts) Use the data collected to allocate appropriate examiners to sessions and to ensure efficient use of examiner availability, in line with operational and market time frames Work with Academic teams on examiner training where required (e.g. co-ordination of dates for music examiners) <p>Analysis & Reporting</p> <ul style="list-style-type: none"> Liaise with Delivery Teams and Markets to collect forecasts of examiner requirements, prior to each examination period. Monitor availability against market requirements and alert Academic Teams & Head of Operations/Operations Manager where there are gaps between availability offered and forecast requirements Run regular reports on examiner working patterns <p>General</p> <ul style="list-style-type: none"> Co-ordinate Operations contributions to communications to examiners (e-bulletins , guidelines) Work with colleagues to help develop new processes related to examiners including development of digital systems, locally based examiner panels. Contribution to and attendance of Examiner training/standardisation events. Provide cover as required for Emergency phone rota 	
JOB RELATED KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED FOR THE POST	
<p>Education/Qualification:</p> <ul style="list-style-type: none"> Respectable level of general education <p>ESSENTIAL SKILLS REQUIRED:</p> <ul style="list-style-type: none"> Experience in working in the Education or Charity sector with a working knowledge of UK Geography is desirable Ability to build and maintain rapport with internal stakeholders and external partners 	

- Accomplished in the provision of customer service excellence and administrative support
- Robust and multifaceted in communication, planning, organisational, time management and interpersonal skills and data analysis aptitude is desirable
- Ability to portray a professional image at all times and in challenging situations both internally and externally
- Strong IT skills, proficient in the use simultaneously of Outlook, Word and Excel Microsoft Office Packages
- Meticulous work ethic with strong attention to detail and accuracy

CONTACTS : INTERNAL AND EXTERNAL

Operations Teams
Academic Colleagues
Examiner and Assessor Panels across all subjects
Markets
Finance

FINANCIAL PARAMETERS

No budget responsibility but should be aware of company policies and seek to find efficiencies in examiner allocation where possible.