



Job Title:	Academic Administrator (Assessments)
Department:	Law School
Location:	Holborn or Waterloo, London
Contract:	Full time, permanent
Reporting to:	Programme Support Manager and/or Senior Programme Support Officer
Responsible for:	No direct reports

Job Purpose

Members of the Law School Academic Administrator (Assessments) team will work together with the Director of Law School Delivery, the Programme Support Manager (Assessments) and the Senior Programme Support Officer to ensure that all Law School assessment related administrative support processes are properly set up and aligned across all programmes.

The work of the Programme Support team is organised into four broad areas of responsibility, focusing on the following aspects of the student journey:

- Pre-registration
- Attendance
- On-programme
- Assessments

Each area of responsibility is managed by a Programme Support Manager with support from Senior Programme Support Officers. The Academic Administration team will be managed by the Programme Support Manager (Assessments) with support from a Senior Programme Support Officer. The core elements of the work the team will undertake are set out at the end of this job description however the team may be required to work flexibly across the three other areas of responsibility as determined by the Programme Support Managers to meet demands in workload as and when required so as to effectively manage Law School students and ensure the smooth operation of all programmes.

Job Background

BPP University Law School has a reputation for excellence in professional education built on a proven ability to offer students the skills they need to succeed in a legal career. Working with over 150 law firms, BPP prides itself on being at the cutting edge of professional legal education giving students the core skills and a competitive advantage to ensure success.

The Solicitors Regulatory Authority is introducing the Solicitors Qualifying Examination (SQE) and the Bar Standards Board is proposing changes to the Bar Professional Training Course. BPP considers that it is essential that BPP is positioned to offer the SQE across all its Law School programmes and deliver a market leading BPTC.

Core Responsibilities of an Academic Administrator (Assessments) (including but not limited to):

- Building expert knowledge in the Law School administrative assessment support processes to work within a dedicated delivery team.
- Acting as first point of contact for all student queries related to the administration of their examinations during their period of study at BPP University.
- Providing administrative support for the conduct of Examination Boards.
- Assisting with the processing and recording of deferral of assessments and assessment extension applications, and liaising with EAO to ensure the same are properly recorded in students' records
- Ensuring that processes are in place to communicate with and manage Learning Support students on assessment days and that accurate records are maintained.
- Liaising with EAO and advising on projected student numbers for assessment sittings.
- Dealing with student queries following the release of exam results around progression, completion and withdrawal and exam feedback
- Assisting with the preparation for and smooth running of External Examiner visits
- Ensuring accurate student records are maintained including achievement and progression.
- Assisting with assessment administration including, for example, script organisation and allocation, arithmetical checking, script-to schedule checks, photocopying scripts for external examiners (where required).
- Invigilating assessments as and when required.
- Liaison with internal departments as necessary (e.g. IT, SRO, EAO)
- Assisting with the set-up of oral and skills assessments (including mocks) across all Law School programmes.
- Building a good understanding of all Law School administrative and support processes to allow flexible working across the areas of responsibility, as required.
- Generally to assist the Law School Programme Support Team to effectively manage Law School students and ensure the smooth operation of all programmes.
- Other administrative support activities as and when required by the Law School.

Role Requirements

	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> • A relevant degree
Experience	<ul style="list-style-type: none"> • Experience of building and maintaining strong relationships with key internal stakeholders • Experience of data analysis and producing and managing documentation • Experience of working in an academic environment 	<ul style="list-style-type: none"> • Experience of working in the HE sector • Experience of using project management tools
Skills	<ul style="list-style-type: none"> • Excellent communication skills – both written and verbal – at all levels • Able to effectively plan, organise and prioritise workload and multi-task when necessary 	

	<ul style="list-style-type: none">• Excellent IT and data analysis skills (particularly Excel) and an ability to develop new solutions and processes• Able to develop rapport and build and maintain strong working relationships with Law School students, tutors and other internal stakeholders• High attention to detail and strong administrative and organisational skills• Able to work well in a team and be collaborative• Able to manage people and problems, resolve conflicts and find appropriate solutions• Self-motivated, able to work under pressure, make decisions and apply flexible solutions• Able to work on own initiative without daily supervision• Strong creative problem-solving skills	
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