



<b>Job title</b>	Senior Administrative Coordinator – Assessments (Delivery)	<b>Job family and level</b>	Administrative, Professional and Managerial Level 3
<b>School/ Department</b>	School of Medicine, Education Centre	<b>Location</b>	The East Midlands Campuses of the University of Nottingham

### Purpose of role

The Undergraduate Assessment Team oversees the delivery of multiple clinical examinations each year, supporting around 1,800 undergraduate medical students. These roles play a vital part in the operational delivery of Clinical and Professional Skills Assessments (CPSAs) and in-person Portfolio assessments, managing all aspects of exam logistics, overseeing on-the-day operations, and ensuring accurate and timely post-exam processes. The postholders will ensure that assessments are delivered efficiently and effectively, in full compliance with University standards. As key contributors to the success of practical exams, the roles also involve direct support during exam days, requiring flexibility with working hours to meet the demands of delivery.

As valued members of the School of Medicine's Assessments Team, you will contribute to shaping and improving assessment practices across courses, while fostering a supportive experience for both students and colleagues. The outlined duties and time allocations provide a framework for the roles but are not exhaustive; other reasonable tasks aligned with the grade and purpose of the posts may be required. Flexibility is expected to support Professional Services across the School. The School is committed to continuous professional development and actively encourages staff to engage in structured learning and growth opportunities each year.

To find out more about the School of Medicine, its values, vision, teaching and research, please see our [further information leaflet](#).

	<b>Main responsibilities</b>	<b>% time per year</b>
1	<p><b>Delivery Preparation</b></p> <ul style="list-style-type: none"> <li>▪ Plan and organise examination spaces, ensuring circuits are laid out efficiently and rooms are appropriately allocated.</li> <li>▪ Liaise between the Assessments Team and Clinical Skills Team to coordinate schedules, resources, and logistics.</li> <li>▪ Coordinate candidate allocations, including special accommodation, in line with the student communication timeline, ensuring accurate records of requirements are maintained</li> <li>▪ Monitor and coordinate arrangements for candidates requiring Additional Examination (AEA) accommodation, ensuring appropriate spaces are allocated and that reduced-noise or adapted circuits are planned to meet individual needs</li> <li>▪ Recruit and coordinate on-the-day support staff, such as corridor marshals and clinical station assistants, ensuring sufficient coverage to support smooth candidate flow and exam operations</li> <li>▪ Produce all circuit documentation, including station paperwork, candidate instructions, and logistical plans.</li> <li>▪ Plan, confirm, and quality-assure equipment, simulated patient/actor requirements and materials with clinical skills team to ensure needs are met.</li> <li>▪ Plan and coordinate piloting of CPSA stations, including scheduling, arranging participants and resources.</li> <li>▪ Develop and maintain administrative systems, including electronic and paper records, version control, and tracking of examination processes.</li> <li>▪ Ensure all examination planning and associated activities remain within the allocated budget, monitoring expenditure, equipment, simulated patients, catering, and other resources, and taking corrective action where necessary.</li> <li>▪ Plan and coordinate catering requirements for examination days, ensuring refreshments and meals are arranged for staff, examiners and participants as needed, and align with scheduled breaks and logistical arrangements.</li> </ul>	60%
2	<p><b>On-the-Day Examination Support</b></p> <ul style="list-style-type: none"> <li>▪ Coordinate student registration and check-in processes, verifying candidate attendance, confirming special accommodations, and resolving any last-minute queries.</li> <li>▪ Support on-the-day examiner management and registration, ensuring all examiners are appropriately briefed, registered, and supported.</li> <li>▪ Support the delivery of examiner and staff briefings, ensuring all personnel are fully informed about examination procedures, timings, and any updates or changes.</li> <li>▪ Act as circuit or floor lead, overseeing the flow of candidates through assigned areas, providing guidance to staff, and troubleshooting operational issues as they arise.</li> <li>▪ Provide real-time operational support, including the use of examination software, incident management, and logistical adjustments to maintain efficient exam delivery.</li> <li>▪ Ensure consistent and effective delivery of OSCE activities, liaising proactively with academic staff, on-site teams, colleagues to resolve challenges and maintain high standards.</li> </ul>	20%

3	<p><b>Post-Examination Processes</b></p> <ul style="list-style-type: none"> <li>▪ Collect, verify, and securely manage examination data and candidate marks.</li> <li>▪ Report results and operational information to relevant teams for processing and record-keeping.</li> <li>▪ Manage all aspects of candidate and examiner feedback collection and report data to the relevant academics.</li> <li>▪ Maintain comprehensive records of all processes, candidate outcomes, and documentation for remediation and CPD purposes.</li> <li>▪ Review operational processes and identify areas for improvement, including participating in feedback events, to enhance the efficiency and quality of future assessment delivery.</li> </ul>	20%
4	<p><b>Other Duties</b> Any other duties appropriate to the role and level</p>	N/A

## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Excellent IT skills, including advanced use of MS Word, Excel and Access and ability to integrate different packages</li> <li>▪ Excellent oral and written communication skills</li> <li>▪ Excellent interpersonal and time-management skills</li> <li>▪ Evidence of a high degree of personal initiative, responsibility and self-motivation, with a proactive approach to problem solving</li> <li>▪ Evidence of excellent organisational, planning and time management, including proven ability to manage a demanding workload involving multiple projects with accuracy and high attention to detail despite competing priorities and challenging deadlines</li> <li>▪ Ability to build relationships with individuals and representatives of external organisations</li> <li>▪ Ability to work with minimal supervision</li> <li>▪ Evidence of planning, managing and coordinating projects and events</li> <li>▪ Proven ability to work in a team environment, supporting colleagues and sharing expertise</li> <li>▪ Willingness to learn new skills and procedures</li> <li>▪ Excellent customer relations</li> <li>▪ High levels of resilience</li> <li>▪ Ability to deal with change</li> <li>▪ Flexible team player willing to do what it takes to get the job done; adaptable and enjoys a challenge</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evidence of a high level of numeracy and proven ability to analyse and manipulate figures and data</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of working within a large organisation with some accountability to stakeholders</li> <li>▪ Considerable administrative experience</li> <li>▪ Experience of data analysis and reporting</li> <li>▪ Proven skills and experience of prioritising own workload and ability to work on own initiative</li> </ul>	<ul style="list-style-type: none"> <li>▪ Previous relevant work experience in a Higher Education environment</li> <li>▪ Widespread awareness and understanding of university activities and objectives</li> <li>▪ Knowledge of assessment processes in a higher education setting</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Experience of working as part of a team</li> <li>▪ Knowledge of GDPR</li> </ul>	<ul style="list-style-type: none"> <li>▪ Demonstrable experience of organising successful events delivery</li> </ul>

<b>Qualifications, certification and training</b>	<ul style="list-style-type: none"> <li>▪ A Levels or equivalent plus English and maths at GCSE or equivalent OR substantial work experience in further or higher education.</li> </ul>	
<b>Statutory, legal or special requirements</b>	<ul style="list-style-type: none"> <li>▪ Willingness to adopt the <a href="#">vision and values</a> of the School of Medicine</li> <li>▪ Adopting and delivering to the School of Medicine's Professional Services Service Excellence Standards</li> </ul>	



## Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
- Taking ownership** Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.
- Forward thinking** Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
- Professional pride** Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
- Always inclusive** Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

## Key relationships with others

