



# International House Trust Limited

## Recruitment – Exams Coordinator

### Job Description

<b>POST TITLE</b>	Exams Coordinator
<b>ANNUAL SALARY</b>	£25,200 - £27,300 per year depending on experience
<b>ANNUAL LEAVE</b>	30 days
<b>CONTRACT TYPE</b>	Permanent contract
<b>HOURS</b>	35 hours per week, office based Monday – Friday + you will be required to work at least 7 test days on Saturdays per year. However, the company reserves the right to ask you to work an additional 3 Saturdays. Weekend work is paid in addition to the basic salary+ at least 1 Saturday test day per month paid additionally to basic salary
<b>REPORTING TO</b>	Centre Exams Manager
<b>LINE MANAGER FOR</b>	N/A
<b>PURPOSE OF JOB</b>	<ul style="list-style-type: none"> <li>• Contribute to the smooth running of the tests under the Cambridge Group by providing effective administration, whilst adherence to compliancy requirements and working collaboratively as part of a highly driven team</li> <li>• Be responsible for the pre and post-test processes, planning, and delivery of Cambridge Group exams</li> <li>• Be responsible for the timely and compliant delivery of test sessions</li> <li>• Pro-actively promote the Cambridge Group exams in a friendly and professional manner</li> <li>• Work collaboratively and flexibly as a team member and with members of staff at our venues</li> <li>• Be willing to contribute to departmental activities and take on additional tasks as required</li> </ul>

## JOB DESCRIPTION

### Principal Responsibilities

1. Under the direction of the Centre Exams Manager, and in collaboration with the Exams Team, duties of the role include, but are not limited to, those listed below:
2. Pre and post-test administrative duties including, but not limited to:
  - Pre-test – ordering live test materials, candidate communications, room bookings, scheduling staff, preparing test day materials etc.
  - Post-test - destruction of live materials or the return of live test materials to all exam boards, results entry, upload results, signing off pay claims etc.
3. Test day management, including the timely and compliant delivering of test sessions
4. Ensuring appropriate resources are in place for tests, including ordering live material
5. Managing secure storage and accurately record all test materials including live material, administrative materials, and candidate test materials
6. Effectively communicate with test day staff in person, face-to face, electronically and on the phone
7. Handle phone, e-mail and face-to-face enquires in an efficient, professional, friendly manner
8. Have a good working knowledge of examination board rules, regulations, systems, and policies
9. Maintaining good relationships with internal and external stakeholders
10. Any other duties that may be reasonably required on a temporary or ongoing basis

### Other

1. Undergo any training deemed necessary to maintain an up-to-date knowledge of IELTS, Cambridge, or other exam administrative practices, current products, and services
2. Carry out any other duties that may be necessary for the smooth running of the International House Trust Assessment (IHTA) exams
3. This post includes working on weekends running test days, **this is paid separately to the basic salary**
4. This post includes manual handling of heavy test materials
5. This post includes travel to London and around the Cambridge Group test sites, you may be required to stay overnight

## PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications, Education and Training</b>		
Educated to GCSE level or equivalent	✓	
<b>Experience, Skills and Knowledge</b>		
Excellent attention to details	✓	
Ability to work quickly and accurately with basic numerical information	✓	
Excellent interpersonal and communication skills	✓	
Ability to prioritise work and work effectively under pressure	✓	
Ability to work flexibly as part of a small team	✓	

Adaptable and proactive attitude	✓	
Ability to remain calm, diplomatic, and professional at all times	✓	
Commitment to acting in the best interests of staff, candidates, and the test centre at all times	✓	
Demonstrable ability to use different IT packages confidently and competently	✓	
Experience of working with clients in an international context		✓
Previous experience of working in an examinations or assessment environment		✓
Use of own transport to travel to the Cambridge Group test sites		✓

**International House Trust Limited** (Charity no. 270860, trading as International House London)

## IH Profile

We are leaders in language teaching, testing and teacher training. We believe that by delivering quality language and communication training, we act as a force for change, bringing people together, enhancing mutual understanding and tolerance, and unlocking human potential.

Founded by John and Brita Haycraft in 1953, International House London (IH London) is a non-profit-making educational trust committed to raising the standard of English language teaching and training worldwide. Over 10,000 students' study with IH London each year. As a founding member of the International House World Organisation, IH London has a 50% stake in the International House World Organisation (IHWO), an affiliated network of 140 schools located in over 45 countries around the world.

IH London, a leading independent language school based in Covent Garden, has a strong track record of success in the design and delivery of courses for English language teaching and teacher training. The course portfolio includes teaching of General English, Executive English, Young Learner and Foreign language courses, using a variety of delivery mediums. In addition to synchronous teaching, a range of asynchronous platforms have been developed which improve accessibility to our courses.

IH London is moving forward with the adoption of our new strategy, which includes digitisation, supported by a dynamic leadership team. Our growth strategy includes continuing gains in market share in General English, developing our Young Learners courses and expanding our Modern Languages programme. We will continue to strengthen our Executive English, and Teacher Training. Our examinations service is rapidly expanding in West Africa.

IHL governance structure comprises of a Board of Trustees; Finance, General Purpose, Audit and Risk Committee; Remuneration & Nominations Committee; and Social Value Committee.

We encourage applications from people with diverse experience and backgrounds to help drive progress on our diversity and inclusion agenda.

**Possibly one of  
the best resourced  
schools I've ever  
visited."**

British Council Inspector

Further information is available at:

<https://www.ihlondon.com/why-us/about-ih-london/international-house-trust/>

<https://www.ihlondon.com/Meet+the+Senior+Management+team>

<https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/270860/charity-overview>

<https://find-and-update.company-information.service.gov.uk/company/01239120>



