



**Christ the
Redeemer College**
London

JOB ADVERT



EXAMS, DATA & ASSESSMENT OFFICER

[Post Reference: 021]

Closing Date: June 30, 2026

ABOUT THE COLLEGE

Christ the Redeemer College (CRC) London is a higher education provider established by the Redeemed Christian Church of God in 1998. We are a leading provider of vocational and higher education programmes across our campuses in London located at Harrow, Ilford and Croydon.

At CRC we are dedicated to the training of men and women from a wide range of backgrounds to become leaders that serve people with quality and distinction; whether within ministry, business or in public service. We have been in existence for over Twenty Eight (28) years, and we are a partner college of Birmingham Newman University, Birmingham.

The College is underpinned by a Christian ethos, However, we welcome applications from individuals of all faiths and none. Appointment is based on merit, skills and experience.

Our student body is diverse, including many under-represented and disadvantaged groups such as mature students and students from low-participation neighbourhoods.



CRC MISSION AND VISION

The CRC mission is to provide high quality, high value education to advance the leadership, ministerial and professional aims of our students in a competitive and dynamic global environment. Our aim is to offer the most positive learning experience possible in a setting that encourages and fosters friendliness and positive social engagement.

We seek to provide an engaging learning environment that fosters community and at the same time allows for individuality among the diverse student body. Our approach to training is targeted towards preparing students to become leaders in their chosen field of endeavour in business, employment or Christian ministry.

CORE VALUES

Our core values lie in our wholehearted commitment to our students, staff and stakeholders, and our constant efforts to improve in all we do. Our approach is inclusive; we celebrate diversity and strive to enhance the life opportunities that a good education provides for our students. CRC aims to be both financially and environmentally sustainable, seeking always to reinvest our resources to enhance:

- the student experience
- our research capacity
- our engagement with the public, business and Christian community
- our commitment to our local communities and
- our commitment to provide a learning environment underpinned by Christian ethos.

We are focused on all we do, and plan with a realistic ambition founded on our strong progress to date and will:

- embrace challenges and seize opportunities
- expect and celebrate creativity and excellence
- act responsibly and with integrity
- show determination, resilience, ambition and adaptability
- work together to deliver our Vision

Integrity: Emphasizing the development of good character and ethical conduct in all professional and personal pursuits.

Respect: Fostering a friendly, inclusive, and diverse campus community where all voices are valued and individuality is respected.

Excellence: Striving for the highest standards in teaching, academic study, and professional growth to prepare students for leadership in a global society.

Character & Service: Preparing students to be effective leaders and witnesses in the 21st century by blending intellectual rigor with spiritual growth.

JOB DESCRIPTION

Job Title:	Exams/Data and Assessments Officer
Department:	Registry Team
Report To:	Registrar
Working Days	Mondays – Saturdays
Contract Type:	Full Time/ Part Time (Minimum 20 Hours)
Primary Location:	CRC Main Campus, 23 Village Way East, Rayners Lane HA2 7LX
Salary Scale:	£29,120 / Pro rata as per the number of days

Job Summary

The Exams/Data and Assessments Officer plays a key role within the Registry team, supporting the delivery of high-quality assessment and examination processes.

You will contribute to the effective administration of student assessment activities, ensuring compliance with internal policies, awarding body regulations, and external quality standards. The role requires close collaboration with academic staff, professional services teams, and external stakeholders to ensure a consistent and positive student experience.

Key Responsibilities

1. Assessment Planning & Scheduling

- Develop and publish annual assessment schedules
- Prepare and upload assignment briefs and documentation to the VLE
- Ensure alignment with module specifications and awarding body requirements

2. Submission & Marking Processes

- Monitor assignment submissions via Turnitin/VLE
- Coordinate marking and moderation processes in line with timelines
- Track non-submissions and liaise with student support teams

3. Assessment Boards

- Prepare agendas, marksheets, and documentation for assessment boards
- Liaise with external examiners and awarding bodies

- Record minutes and ensure follow-up actions are completed

4. Examinations & Presentations

- Support the delivery of examinations in compliance with College policies
- Ensure correct documentation and processes are followed for assessments

5. Academic Integrity

- Support processes relating to academic misconduct investigations
- Maintain accurate records of academic offences

6. Mitigating Circumstances

- Process extension requests and supporting evidence
- Apply policies fairly and consistently
- Communicate outcomes clearly to students and staff

7. Compliance & Policy

- Ensure assessment policies are applied consistently and transparently
- Maintain accurate student assessment records
- Support periodic policy reviews and updates

Person Specification

Essential Criteria

- Degree or equivalent qualification
- Experience supporting exams or data analysis processes
- Strong organisational and administrative skills
- Excellent communication and interpersonal skills
- Ability to interpret and apply policies and regulations
- Proactive approach and ability to manage competing priorities

Desirable Criteria

- Experience working in a Higher Education administrative environment
- Experience working with VLE systems (e.g. Turnitin, Quercus)
- Familiarity with assessment boards and external examiner processes
- Knowledge of UK Higher Education regulatory frameworks

Application Process

Please submit your application to: hrsupport@christredeemer.ac.uk

Applications should include:

- An update Curriculum Vitae (maximum 2 pages)
- A completed application form
- A cover email suitability to the role with reference to the essential and desirable criteria

Shortlisting will be based on how well candidates demonstrate their suitability against the role requirements.

Additional Information

CRC is a values-led institution informed by Christian ethos. We welcome applications from individuals of all faiths and none. Selection is based on merit, qualifications, skills and relevant experience.

CRC is committed to inclusive recruitment practices in line with the Equality Act 2010. If you require any reasonable adjustments at any stage of the recruitment process, please indicate this in your application.

CRC is committed to:

- Promoting equality of opportunity to all applicants
- Creating an inclusive working and learning environment
- Supporting staff and students from all backgrounds
- Upholding freedom of speech within the law, including the right to express lawful views and engage in academic debate.

Please note that;

- Two references will be required (including your most recent employer)
- Appointment is subject to right to work status in the UK
- If you do not hear from us within one month of the closing date, please assume your application has not been successful.