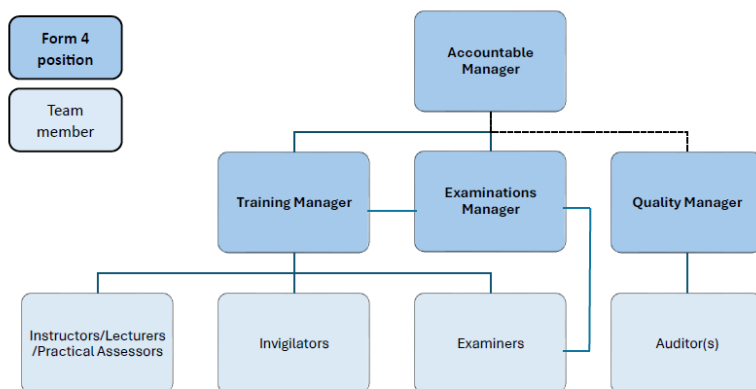


JOB DESCRIPTION

The **Examinations Manager** is responsible for the management of all aspects of B1.1 and B2 course examinations in accordance with CAA Part 147 Aircraft Maintenance Training Requirements and the planning, preparation, delivery, marking and record management of all SAI examinations ensuring the highest standards of compliance and security are maintained at all times.

Structure



QUALIFICATION

- Previous UK CAA Form 4 holder (desirable)

EXPERIENCE

- Experience of generating and administering examinations
- Experience of working in a UK CAA / EASA Part 147 Training Organisation (desirable)
- Experience of CAA 4 nominated post holder approval process (desirable)

KNOWLEDGE

- Working knowledge of key governance documentation such as the Maintenance Training Organisation Exposition (MTOE, Quality Management System and Safety Management System requirements)
- Proficient in English

MAIN DUTIES AND RESPONSIBILITIES *(compliant with Part 147 regulations)*

- Create a selection of examination questions/papers, appropriate to the particular module of the training course
- Ensure security and validity of all examinations, questions, databanks are in accordance with Part 147 requirements
- Ensure all examinations and assessment timetables are coordinated and communicated with staff, students, customers, relevant stakeholders
- Co-ordinate and manage student registration
- Co-ordinate and manage invigilation of examinations, ensuring that the conditions for examination comply with compliance requirements
- Marking of the examination papers using acceptable marking standards
- Review, update and maintain required student records
- Conduct invigilator training and competency verification
- Ensure compliance with the examination question review and analysis procedures as required by PART 66 and/or PART 147
- Remain compliant with Part 147 continuation and compliance training requirements
- Understand the purpose of and comply with the company's internal safety reporting scheme (Occurrence Reports) and safety investigations
- Any other duties as reasonably required by your Manager

Communication

Excellent communication and interpersonal skills, both written and oral, are required to achieve effective working relationships with staff, students, stakeholders, customers and external agencies

High standard of computer literacy, including full Microsoft Office Suite