Royal Agricultural University

Assessment and Curriculum Support Manager
Job Description

The Role

Job title:	Assessment and Curriculum Support Manager
Department:	Registry, Academic Services
Responsible to:	Head of Registry
Location:	Cirencester
Salary:	Grade 7: £34,610 to £41,064 per annum
Term:	Full-time, permanent
Relationships with:	Academic Services teams, students, academic staff, invigilators, external examiners.

Purpose

The postholder will manage the operational provision of student assessment at RAU and its collaborative partners. This will involve responsibility for coordinating a small team to guarantee accurate, timely and fair delivery across the assessment lifecycle, including: ensuring assessment criteria, mark schemes and briefs are correctly allocated against relevant modules; monitoring coursework submissions and maintaining deadlines; liaising with academics on marking; arranging and overseeing formal examinations; providing full secretarial support for assessment Boards; assuring the quality of results data and application of regulations governing their calculation; and producing student certificates and other award documentation. The post holder will also have general oversight of the extensions/deferral process.

Assessment activity at the RAU will cover the full breadth of the University's provision, including our international partners, and our franchised and validated provision in the UK. The postholder will provide definitive advice and guidance to students, academic staff, panel members, partner institutions and other members of the University community on the proper management of assessment processes. The postholder will report to the Head of Registry and will contribute to the work of the team, and wider Academic Services directorate, as required.

Academic Services operates a hybrid approach to working, allowing a mix of on-site and remote working during most weeks. However, there is a requirement in this role to be present on campus

throughout working hours at key times of the year, such as over winter and summer examination periods.

Key Responsibilities

1. Overseeing the effective administration of the end-to-end assessment lifecycle at the RAU and our collaborative partners, working with attention to detail and ensuring accurate data entry and communication at all stages.

2. Creating and maintaining module assessment records in the student record system as a single source of truth; ensuring total alignment with the academic regulations and the definitive module specification for each module.

3. Liaising with the Academic Quality Team to ensure any changes to modules and their assessments (through validation, revalidation or discontinuation) are kept up-to-date and accurate on the student records system (Quercus), so that students always have valid information about their assessments.

4. Line-management of a small team of Registry support staff whilst engaged in assessment and curriculum duties, and co-ordination of the team to support other areas at key times of the year, such as for admission, enrolment and academic appeals.

5. Communicating closely with, and seeking advice from, Student Services to ensure reasonable adjustments are made to the timing, structure or setting of assessments for individual students based on their needs (e.g. for disability; religious observance; caring responsibilities). Strive to be an advocate for equality, diversity and inclusivity in the assessment of students.

6. Liaising with learning technologists to deliver an effective process for ensuring assessments in the virtual learning environment (Gateway) are consistent with the student records system.

7. Coordinating the delivery of formal examinations at RAU, including the secure preparation and production of exam papers, appointment of invigilators and scheduling arrangements in liaison with the University's Timetabling Officer and Academic Quality Officer (Partnerships).

8. Coordinating the scrutiny and compliance of formal examinations at collaborative partners including assessing conformity to RAU format and collating inspections from RAU Module Leaders and external examiners.

9. Managing the marks entry lifecycle, including:
   - Communication of key dates to academic staff
   - Liaising with colleagues regarding extensions and referrals
   - Ensuring appropriate moderation activity has taken place
   - Tracking marks as they are entered, resolving any anomalies with academic staff
   - Running assessment, module, programme and award calculations.

10. Liaising with key stakeholders at the RAU, and our collaborative partners, regarding the status of individual students and the completeness of assessment records in the student record system. This will include the Director of Academic Services, Deans of Subject, Programme Leaders, other academic staff, external examiners and key professional service contacts at our collaborative partners in the UK and overseas.

11. Acting as lead officer to Module, Programme and Awards Boards, designating duties across the team for scheduling, checking marks and outcomes in advance, preparing information and agenda, reporting and responding to mark queries at the Board, taking full minutes, and disseminating Board-approved results to relevant students and staff, including at our collaborative partners.

12. Managing the release of results to students, ensuring timely communication at key stages of the process and resolving related student queries.

13. Providing advice, guidance and training to staff involved in assessment processes (e.g. Chairs of Assessment Boards; invigilators; academics responsible for inputting marks) regarding the proper interpretation and implementation of assessment processes so that they can fulfil the responsibilities of these roles effectively.

14. Producing and distributing degree certificates and academic transcripts, and reporting student award data to relevant accrediting bodies.

15. Monitoring, analysing, and reporting on the University's assessment-related procedures to ensure they are effective, fit for purpose and are aligned to best practice in the sector. Liaising with the Head of Registry and Head of Academic Quality to provide formative, evidence-based input into the review of relevant policies and procedures.

16. Deputising for the Head of Registry as required, in meetings and on standard operational duties. This may, on occasion, involve temporary supervision of other Registry staff.

17. Upholding good data management practices and compliance with data protection legislation, including confidentiality and security.

18. Making a significant contribution to the work of the team. Supporting the overall objectives of Academic Services, assisting other areas as and when required.

General responsibilities:

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.

- All staff are required to act in a way that always safeguards the health and wellbeing of children and vulnerable adults. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities regarding safeguarding children and vulnerable adults.

- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.

- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.

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- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.

- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.

- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on university premises other than in specifically designated areas.

University Values

As a University we have chosen five values to underpin our learning community. These are the values which we will all work by and for which we want the RAU to be known. We are:

- Collaborative - we believe in the power of working together. We are stronger as a community of practice - inspiring each other, identifying shared goals, and providing reciprocal support leads to greater success.

- Open-Minded - we are receptive to new ideas and we value the diversity of experiences and skills. We are committed to listening to everyone across the RAU community.

- Resourceful - we adopt creative approaches to achieve our goals while setting higher standards, promoting professionalism and sustainability.

- Responsible - individually and collectively we take accountability for our actions working with integrity to achieve the highest ethical standards.

- Inclusive - we acknowledge the fundamental value and dignity of all individuals and are committed to maintaining an environment that seeks to eliminate all forms of discrimination and respects diverse traditions, heritages, and experiences.

Person Specification

Qualifications	Essential (E) or Desirable (D)	Measured by; A – Application form B – Interview C - Presentation
Educated to degree level or equivalent experiential learning in a related field.	**E**	A
Demonstration of continuous professional development and keeping abreast of sector practices, or related practices in a similar sector.	**D**	A

Knowledge, Skills & Experience	Essential (E) or Desirable (D)	Measured by; A – Application form B – Interview C - Presentation
Experience of supporting assessment processes in an education setting, including the preparation, marking and release of results.	E	A, B
Experience working with complex student record systems with an understanding of data protection legislation.	E	A, B
Understanding of effective stakeholder management techniques, gained through working with a range of different stakeholders (e.g. students; academics/teachers; awarding bodies/regulators) to support their different needs and expectations.	E	A, B, C
Ability to work independently and plan ahead, with minimal supervision, and on own initiative, displaying flexibility and initiative to ensure deadlines are met.	E	A, B, C
Excellent communication skills, including an ability to write clearly and concisely, whilst adapting tone and content as appropriate for the context and the recipients.	E	A, B
Excellent IT skills including a comprehensive grasp of Office suite applications.	E	A, B
Experience facilitating and servicing meetings where clear and accurate reports are required.	D	A, B
Understanding of the requirements of HESA and the Office for Students in relation to student data.	D	A, B
Successful team management, motivating others to deliver consistent, excellent service.	D	A, B
Consideration and application of different arrangements for individuals on equality grounds for an assignment, event or similar activity.	D	A, B, C

Application Procedure

If you are interested in applying for this role, please send:

- University Application Form together with the Equal Opportunities Monitoring Form available on the University website www.rau.ac.uk) – you may attach your up to date CV if you wish to add additional information.

- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.

- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk stating where you saw the advert for the role

- Informal enquiries can be made to Gina Smith, Head of Registry: Gina.Smith@rau.ac.uk

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- **Closing date**: 7th April 2026 with **Interviews on:** 22nd April 2026

- We acknowledge receipt of all applications within two working days. If you do not receive an email from us after submitting your application, please let us know by sending a new email **without any attachments** to Human.Resources@rau.ac.uk so we can check if your application has reached us.

- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.

The RAU is an equal opportunities employer and we particularly welcome applications from black and minority ethnic candidates as they are underrepresented within the RAU at this level.