



**Exams Officer**  
**Full-time (37 hours per week), Permanent**  
**Central London**  
**Circa £25,000 per annum**

The Fashion Retail Academy, awarded Ofsted Outstanding, is a unique, employer led college. It was founded in 2005 as a unique private-public partnership with investment from the retail industry matched by the government.

We currently have a vacancy for a suitably experienced Exams Officer to join our Registry team to provide operational support in relation to the administration and compliance elements of qualification registration, award claims, and examinations as well as providing general support to the wider team.

The successful candidate will be a competent administrator, proficient in the use of IT and skilled in working with data including accurate inputting, extracting, reporting, manipulating and the analyses of data.

It is essential that you have good literacy and numeracy skills, excellent attention to detail and the ability to work to tight deadlines. You will have prior experience in an examination environment and you must have up-to-date working knowledge of good practice in data security and protection.

If you are a self-motivated, pro-active individual with excellent communication and customer services skills then we are interested in hearing from you.

Please see further information on the role outlined in the job description and person specification.

**How to apply:**

Please complete an application form and a confidential disclosure and equal opportunities form and send these along with your CV to [recruitment@fra.ac.uk](mailto:recruitment@fra.ac.uk).