



## Examinations Admin Assistant

35 hours per week, term-time only

(Part-time hours may be considered)

## Application Pack





## Letter from the Principal

Thank you for your interest in Woking College.

Woking College is an oversubscribed and highly successful college of over 1400 students drawing students from more than 60 different schools. Our very successful strategic focus has, for many years, been to create the very best environment for high quality of teaching and learning alongside the widest range of enrichment activities enhancing the cultural capital of our students. Alongside this we place a very strong emphasis on maintaining our wonderful community, we have a more diverse College population than might be thought of as typical for Surrey but we are determined to maintain our inclusive ethos. We are fully committed to innovation whilst maintaining a humane and caring approach for all members of the College community which has resulted in the doubling of the student population in recent years. These approaches have been key to securing Grade 1 'Outstanding' in all seven categories in our October 2022 Ofsted inspection.

Woking College is enjoying record results, very positive value-added and an abundance of applications and quite rightly has a teaching and learning culture which is the envy of other institutions, indeed in recent staff surveys over 95% of College staff said they were proud to work at Woking College!

We have benefited hugely from an impressive transformation of the College's estate over recent years, with the completion of a new Sports Centre in 2014, a new Arts Block in 2015 and a modern and larger Science Building in 2016. A full size 3G pitch was completed in 2020. A £3m teaching block and another £3m project working collaboratively with an adjacent community centre will enhance our estate even further within this academic year.

We recognise the advantages of collaboration and have worked hard over the years to build and maintain close working relationships with other education providers and the Local Authority. The College has been a long-standing member of S7, the Surrey and Sussex group of Sixth Form Colleges, possibly the leading college consortium nationally, and we look forward to continued positive engagement with schools, colleges and the local community for the benefit of all.

With strong leadership from our passionate and committed senior leadership team, and with the support of excellent teaching and support staff across all areas, we look forward to the continued evolution of the College; we also look forward to meeting committed, engaging and passionate people who want to join us to further enhance the life-chances and choices of our students – which is of course our main mission as educators.

We very much look forward to receiving your application.

A handwritten signature in black ink, appearing to read 'Brett Freeman'.

Brett Freeman  
Principal



*The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and successful applicants will be subject to Enhanced Disclosure and Barring Service (DBS) checks. The College is committed to equal opportunities.*



# The Role

This is an exciting opportunity to join our team as we recruit for an Examinations Admin Assistant to support our two Exams Officers. Having seen a substantial growth in student numbers we are increasing our staffing in this area, the successful candidate will help to administer all external and internal examinations for the College's students.

Working alongside our highly-experienced Exams Officers, the successful candidate will have the opportunity for full training. We are looking for an exceptional candidate who can demonstrate a methodical and organised approach to their work with excellent attention to detail. You should be an excellent communicator and have good knowledge of Microsoft Excel.

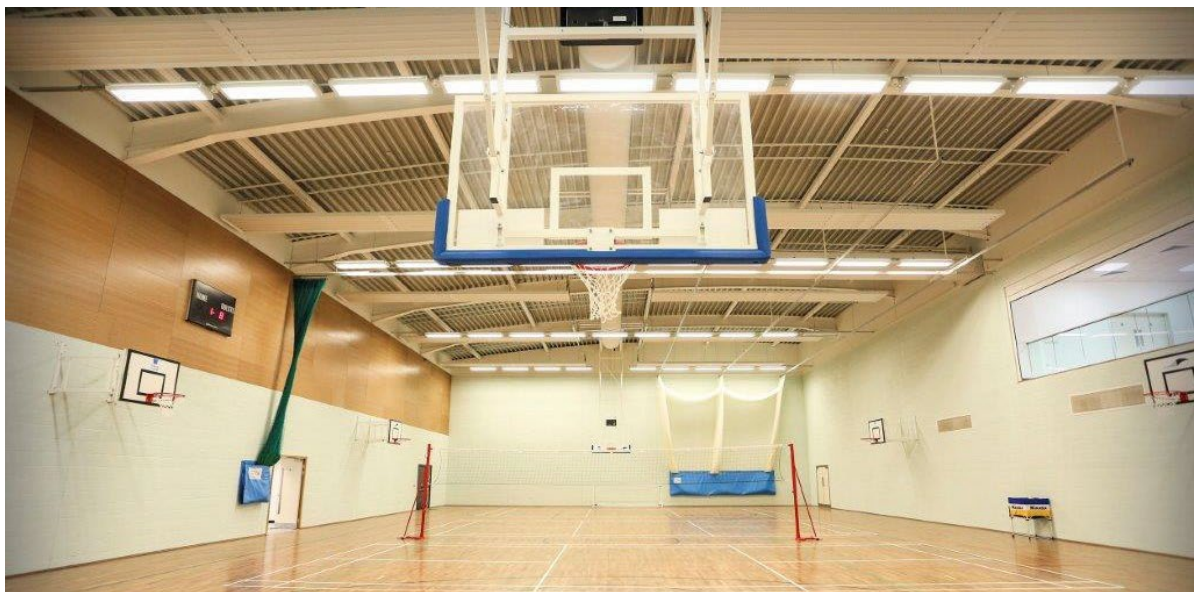
We expect high performance from all our staff and are looking for an impressive individual to join the team who can prioritise their work and keep to specific deadlines. Candidates should demonstrate their ability and suitability to both the role and the culture of the College.

**Start Date:** as soon as possible

**Hours:** 35 hours per week, term-time only (39 weeks per year). Part-time hours may be considered, please contact us to discuss.

Flexibility will be required during exam periods and hours may be exceeded during this time to ensure exams are started and finished effectively.

**Salary:** Actual salary £20,544 per annum, inclusive of fringe allowance for 35 hours per week, term-time only (39 weeks per year).  
FTE salary is £25,285 per annum, inclusive of fringe allowance



# Why work with us?

Woking College has a strong sense of community in which everyone is valued; we look forward to welcoming new members of staff to join our team.

We have an inclusive ethos, and are proud of our diverse students and staff community. The College is committed to safeguarding, alongside our core values of inclusiveness, adhering to the highest personal, professional and academic standards, supporting individual wellbeing, supportive management and positive relationship and a sustainable future for all. We expect all staff, volunteers and others involved in the College community to share this commitment.

Following our grading as “*Outstanding*” at our recent Ofsted inspection in October 2022, Ofsted stated that:

*“Staff feel proud to work at the College. They are exceptionally positive about the culture leaders have created. They describe leaders as visible, approachable and highly focussed on staff wellbeing. Leaders celebrate achievement frequently in staff forums which helps staff to feel recognised, highly valued and a member of the Woking College family.”*

Staff survey results state that:

- ✓ 95% of staff are proud to work at Woking College.
- ✓ 99% agreed that leaders are considerate of staff wellbeing.
- A positive approach to staff development; including regular cross-College sharing best practice sessions
- Opportunities for staff training within the S7 consortium of Colleges & liaison with peers within the consortium
- Regular whole-College communication including weekly staff briefings
- Regular departmental meetings to ensure support and share departmental best practice
- Excellent student behaviour and productive working relationships with the Student Union
- Excellent links with local schools, businesses and universities
- Welcoming, friendly and approachable community, a harmonious working atmosphere

## **Benefits include:**

- Free on-site parking
- Staff room with free hot drinks available to all staff, Friday cakes
- Onsite canteen with a range of healthy options to purchase, and a new Costa coffee shop
- Regular staff social events: bowling, staff quiz, summer BBQ, weekend walks/cycling, Christmas party
- College gym available for staff use, yoga classes, staff football (new 3G pitch)
- Free eye test vouchers
- Flu jab
- Cycle to work scheme
- Pension: eligible employees will be automatically enrolled in the Teacher’s Pension Scheme, or the Local Government Pension Scheme (support staff), unless you decide to opt-out
- Employee support: staff have access to a confidential employee support helpline
- Location: Excellent train links from London Waterloo and the South Coast, walking distance of Woking station. Close to A3, M25 & M3 junctions



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# Application & Selection

Application forms are available to download from our website: [www.woking.ac.uk/about/staff-vacancies/](http://www.woking.ac.uk/about/staff-vacancies/) Please note that CVs will not be accepted on their own, and all applicants must have the Right to Work in the UK.

Please ensure **education** and **employment history** is completed fully, gaps in employment must be accounted for under the section entitled "Periods when not working". We would like to see your passion for the role and the College in your **supporting statement**, please use this opportunity to include personal skills, experience relevant to the post, and reasons why you feel you would be successful if this post.

Completed applications, or any queries regarding the role or your application, should be sent via email to Kirsty Crook (Personnel Officer): [recruitment@woking.ac.uk](mailto:recruitment@woking.ac.uk)

**Closing date: 9am, Monday 27 February 2023**

**Interviews: to be held on Monday 6 March 2023**

Shortlisted candidates will be notified, invited for interview and references will be taken up immediately. Please note that it is not possible to inform candidates who have not been short-listed due to time constraints.

The interview process will comprise of the following, but may be subject to change:

- a guided tour of the College
- Interview with the Principal and senior member of staff
- Secondary interview with senior member of staff
- Task relating to the role

The College encourages all candidates to be familiar with the following documents:

- Section 1 of the DfE paper on "Keeping Children Safe in Education" September 2022
- Woking College's Safeguarding and Child Protection Policy.
- In line with the General Data Protection Regulation (GDPR) the College asks candidates to consider the Privacy Notice for Job Applicants

The documents listed above are available from the College's Staff Vacancies page, please use this link to access them <https://www.woking.ac.uk/about/staff-vacancies/>



# Job Description

**Post title:** Examinations Administration Assistant

**Responsible to:** Exams Officers

**Job Purpose:** To support the Examinations Officers in the administration and conduct of the College's examination systems and processes

## Job Responsibilities

1. To work with the Learning Support department to identify students who require exam concessions and to support the department in the completion of the required assessments and associated paperwork. Where required, to assist the Learning Support department in entering these arrangements online with JCQ and the relevant Awarding Bodies and to update teachers accordingly.
2. To support the exams officers in completing examination entries by the required deadlines and any other examination administration tasks as directed.
3. To support the exams officers with preparing seating plans, instructions for each vocational exam, instructions for invigilators and arrangements for external examinations.
4. To put together the November GCSE, January Vocational and Summer GCSE/A Level/Vocational exam timetables. To identify examination timetable clashes and assist in making alternative arrangements for students.
5. To receive examination stationery, papers, examiners' addresses and registers etc and store in conformity with the agreed security arrangements.
6. To liaise with the Head of Essential Skills to make exam arrangements and assist with other administration tasks for all ESOL students both on and off-site, including enrolment sessions.
7. To liaise with relevant Examining Boards and Assessor Organisations as directed by the Exams Officers.
8. To collate and sort all exam certificates as they are received and to distribute these to students by posting them out as quickly as possible.
9. Where necessary, to act as an exam invigilator for external and internal exams.
10. To oversee exam invigilation training for all staff by creating online accounts and monitoring training completion rates.
11. To support the Assistant Principal with planning, organising and conducting all internal exams and assessments as timetabled.
12. To provide information upon request to visiting Inspectors with Examining Boards.
13. To supervise the rooming of examinations, the posting of scripts and any emergency action required according to the Inter Board Regulations and in conjunction with members of the teaching staff, the general conduct of examination sessions.

14. To support the exams officer with any applications for:
  - External candidates
  - Special concessions
  - Requests for re-marking
15. To assist with the dispatch of completed exam papers, coursework and projects in conjunction with Heads of Department and Course Leaders, as directed by the Exams Officers.
16. To support and promote the development of examinations provision in the College.
17. To act at all times in accordance with the College's Health & Safety, Safeguarding and Equality & Diversity policies.
18. To take part in the training programmes provided by the College and agree to the process of professional reviews.
19. To undertake any other particular duties which may be reasonably assigned to you by the Principal from time to time.

NB: a more detailed breakdown of the above will be available as part of the induction to the role

## Person Specification

### Essential:

- An interest and commitment to work with young people in a college environment.
- The ability to empathise with young people and interest in helping them to fulfil their potential.
- The ability and confidence to communicate effectively both verbally and in writing.
- The ability to work accurately, showing attention to detail, particularly with regard to grammar, spelling and number.
- Excellent interpersonal skills e.g. tact, sensitivity, ability to listen, to be assertive at times.
- Ability to work effectively as a member of a team and assist others when requested.
- Proficient in the use of Microsoft Office applications, especially Word and Excel.

### Qualifications:

- Educated to A level equivalent, or educated to GCSE standard or equivalent plus a minimum of two years working in an educational environment.