



JOB DESCRIPTION

Post:	Examinations Assistant
Responsible to:	Exams Officer
Salary:	£22,418 – £22,665 per annum Scale 3 Points 17 – 20 Full Time, 37 Hours per week, 52 Weeks per year
Conditions of Service	Callywith College Conditions of Service
Main Purpose of Job:	<p>To assist with the operational processes involved in the organisation of examination arrangements in accordance with College and external Examining Bodies' policies and guidelines.</p> <p>To assist in various administrative and secretarial tasks as required including dealing with work of a highly confidential nature.</p>
Specific Duties:	<p>Responsibility for the administration of specific qualifications with awarding bodies.</p> <p>To liaise with both day and evening staff to support students.</p> <p>This will include making examination entries and registrations; collecting payments as required; organising external examinations; despatching results and certificates; liaison with Awarding Bodies; generation and dissemination of information to staff and students; maintenance of appropriate records; production of statistical returns; invoice checking.</p> <p>To assist in the review of examination procedures.</p> <p>To provide support to other work areas including Reception to provide cover and assist with the smooth running of the College.</p> <p>Assisting the support areas with tasks such as bulk mailing, data entry, admissions and other various administrative duties.</p>



General Requirements:

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

The development of a flexible and responsive institution.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

Callywith College is a new institution, which is likely to experience a period of rapid growth and development. All members of staff must be prepared for changes in their responsibilities and work. This may include a change in line management reporting.

The post-holder will also be required to undertake such other tasks as the Principal from time to time may determine which will include Fire Marshall and First Aid Duties.

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.



PERSON SPECIFICATION

EXAMS AND ADMINISTRATION ASSISTANT

Ideally, the person appointed will have the following skills and experience:

- Experience of examination procedures in an educational setting
- A thorough and conscientious approach combined with the ability to meet tight deadlines
- Excellent communication skills
- A good level of skill in using computer applications
- An ability to work with autonomy while maintaining good working relationships across teams.
- good administrative ability with a respect for confidentiality
- good secretarial ability (indicative: word processing skills to OCR Level II Text processing, general IT)
- good inter-personal skills in dealing with students, staff and members of the public
- confidence to deal with academic staff, callers and administrative enquiries independently
- willingness and flexibility to learn and operate new procedures effectively
- ability to work under pressure and prioritise where necessary
- previous experience of examination administration would be an advantage

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Callywith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.