



JOB DESCRIPTION

Post:	Examinations Assistant
Responsible to:	Examinations Officer
Salary:	£18,516 - £19,718 per annum Scale 3 (Point 17 – 20)
Conditions of Service:	Truro & Penwith 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 liaise with both day and evening staff to support students.</p> <p>To assist in various administrative and secretarial tasks as required including dealing with work of a highly confidential nature.</p> <p>To support other members of the exams team and provide cover in their absence.</p> <p>To assist in the review of examination procedures.</p>



Specific Duties:

Responsibility for the administration of specific qualifications with awarding bodies.

This will include making examination entries and registrations; collecting payments if 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.

Assisting the Exams Officer and other members of the team with various administrative tasks such as bulk mailing at busy times.

Input into the development of processes such as exam seat planning and timetabling may also be required depending on the workload and skillset of the successful candidate.

The post will be based at the Truro site but occasional cover at the Penwith site may also be required.

Occasional evening duty may be required.



General Requirement:

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.

To be responsible for promoting equality and diversity in line with College procedures.

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.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

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

EXAMINATIONS ASSISTANT

The person appointed should have the following skills and experience

- good communication skills
- a good level of skill in using computer applications
- a thorough and conscientious approach combined with the ability to work under pressure to meet tight deadlines
- an ability to work with autonomy while maintaining good working relationships within a team
- 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.

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