

APPLICATION PACK

Exams Coordinator

1. About Priestley College
2. About the post and how to apply
3. Job Description
4. Person Specification

July 2024



The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

About Priestley College

Priestley College's mission is to inspire, challenge and support young people to ensure they excel both in learning and in life.

As a founder member of The Challenge Academy Trust the College is part of TCAT's aim to deliver a cohesive education pathway from primary through to sixth form.

We are a friendly and inclusive college with a consistent record of high achievement, offering around 70 A-Level, Vocational and T-Level courses.

Priestley students have a consistent record of achieving a pass rate of 99% or better in A-Levels and each year around 30 A-Levels see a 100% success rate. Similar accolades are secured in Vocational subjects and in T-Levels.

The quality of education we provide in Science, Technology, Engineering and Maths was recognised when we became the first dedicated sixth form in the country to receive STEM-assured status.

Priestley was one of first colleges in the country to provide T-Levels and we also boast the UK's first dual rugby academy acknowledging the level of coaching received by both girls and boys.

There are now more than 2,000 students at Priestley who learn on a modern campus that we are constantly looking to improve. Priestley is not a college that stands still. All tutors and staff constantly look for ways to improve in order to make the biggest difference to the highest number of young people.

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About the Post and How to Apply Exams Coordinator

Responsible to: The Examinations Officer

Contractual Terms: NJC Terms and Conditions for Support Staff in Sixth Form Colleges

Working Arrangements: Full-time, 37 hours per week. Full year

Start Date: As soon as possible, following successful pre-employment checks including an Enhanced DBS check (*or a check against the DBS Update Service*)

Salary: Point 5-8 on the NJC Support Staff pay scale i.e. £22,736 to £24,010 pa

Pension Scheme: Local Government Pension Scheme

Application Deadline: 12 noon Monday 5th August 2024

Interviews: Will be held as soon as possible following the closing date

If you have any queries or feel you do not have all the information you need to apply for the post, please contact the HR Department hr@priestley.ac.uk or telephone **01925 624460**

Application Process:

The application form is in word format and ***should be downloaded to your pc and saved***, then completed electronically (CVs will not be accepted). It is important that you complete all relevant sections of the form accurately. If you require assistance in completing your application, or require information providing in a different format, please contact HR. You are reminded that providing false information is an offence and could result in your application being rejected or summary dismissal if you are later selected and possibly referred to the police.

Your application should be returned to hr@priestley.ac.uk or in hard copy format by hand, or posted to the **HR Department, Priestley College Loushers Lane, Warrington, WA4 6RD**. Incomplete applications will not be considered.

Safeguarding and Safer Recruitment in Education

The College is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, governors and volunteers to share this commitment. Our Safeguarding Policy and our DBS and Ex-Offenders Policy (incorporating our Policy Statement on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information) can be accessed on the link to our website, as given above.

As an organisation using the DBS (Disclosure and Barring Service) to help assess the suitability of applicants for positions of trust, Priestley College complies fully with the DBS Code of Practice. For information relating to the DBS please visit www.gov.uk/government/organisations/disclosure-and-barring-service/about and

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for information relating to the DBS Update Service visit www.gov.uk/dbs-update-service We also comply with our obligations under the Data Protection Act 1998.

The successful applicant will be required to obtain an Enhanced DBS certificate for the **Child Workforce** (which must be shared with the HR Department within 28 days of its issue) or if already registered with the Update Service, provide their certificate, and their registration number to enable the College to carry out an on-line check. All information received will be treated in the strictest confidence and will not necessarily debar a candidate for consideration of appointment.

Equality and Diversity

The College as an Equal Opportunities employer aims to promote and maintain equality of opportunity as outlined in our Equal Opportunities Policy. We monitor the diversity of applicants. We would therefore ask you to support us in completing and returning our **Equal Opportunities Monitoring Form**. Information supplied will be treated in confidence and will only be used to assist our monitoring process. Applicants with a disability who meet the essential criteria will be guaranteed an interview.

Invitation to Interview

Applicants who are successful in being short-listed will be contacted by the HR Department by telephone and email and will be given details of interview arrangements. If you have not been contacted you should assume that unfortunately you have not been short-listed on this occasion. Applicants who require any special arrangements or adjustments should contact the HR Department prior to attendance at interview. Applicants declaring a disability will be contacted in order that, wherever possible, appropriate adjustments can be made to support them throughout the selection process.

Evidence of Identity

Applicants invited for interview will be required to produce at interview evidence of their identity, i.e. a current valid Passport, a current Driving Licence, and/or a Birth Certificate (issued at the time of birth, full or short form). In addition a document issued within the last 3 months which confirms your current address (e.g. bank/building society statement or a utility bill – a mobile telephone bill is not acceptable). Also required is a document confirming a Right to Work in the UK (if applicable).

In addition, applicants will be asked to provide evidence at interview of qualifications which are relevant to the post applied for. If certificates are not able to be provided at the interview stage, they must be provided by the successful applicant *prior* to taking up appointment.

References (Safeguarding Requirement)

If you are invited to attend for interview, the College will approach your referees prior to interview. One of your nominated referees must be of a professional nature (i.e. from your **current or most recent employer**). Referees should not both be from the same employer wherever possible. If you are not currently working with children or young people but have been employed in such a capacity previously we require one nominated referee from that employment.

Offer of Appointment

Any offer of employment with the College (TCAT) will be subject to mandatory pre-employment checks which will include a DBS check, satisfactory references, evidence of qualifications (e.g. teaching and professional certificates), proof of health and physical capacity to undertake the role (i.e. an occupational health check), and confirmation of the Right to Work in the UK (if applicable).

Job Description

Exams Coordinator

This Job Description gives an indication of tasks to be performed within a specific area.

Job Purpose: To support the Examinations Officer in the organisation and administration of all external examinations and assessments. To play a key role in setting up internal assessment events such as 'Mock Week'.

Responsible to: The Examinations Officer

Key Tasks

- To ensure compliance with all examinations policies, systems, procedures and external Awarding Body regulations, ensuring regular review and update.
- To process student examination entries and ensure candidates are entered for appropriate examinations
- To liaise with the Access Arrangement Assessor to implement examination access arrangements and reasonable adjustments for eligible candidates
- To assist/administer the processing of Mock examinations
- To assist with the organisation and running of examination results days and post results queries and requests.
- Ensure effective management (including reviews & training) and coordination of invigilators, rooms, scripts, exam papers etc. and ensure contingencies are in place to cover accidents or emergencies.
- To work closely with the MIS team and with curriculum staff to ensure the examination entries and qualification registrations match enrolments.
- To co-ordinate requests for resits and ensure appropriate fees are collected from students
- To work with the Examinations Officer towards continuous improvement of the examination system
- To provide a flexible and pro-active service that is responsive to the changing needs of the College and all stakeholders.
- To attend training events to develop the post and keep updated with JCQ and Awarding Body regulations.
- To provide seasonal and 'pinch point' support to the MIS team
- To provide general administration support to other Business Support functions within College
- To participate in College staff development sessions

Other Tasks

- To carry out all other duties which are in accordance with the purpose and grade of the post, as agreed with the Business and Operations Manager

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Person Specification

Exams Coordinator

All Staff must make a positive contribution to:

- The College's Safeguarding and Equality and Diversity practices
- The pursuit of excellence and the highest standards of quality in all aspects of College life
- Their own professional development, in accordance with the needs of the College
- Priestley College's Mission Statement

	Essential	Desirable	Identified by
Relevant Experience			Application Interview References Certificates
Experience of working in an exams team in an educational setting	✓		
Experience of working in a customer service role	✓		
Experience of managing large amounts of data with a keen attention to detail	✓		
Experience of organising large scale events		✓	
Education and Training			
Good standard of education (including GCSE Maths and English, minimum Grade C or equivalent)	✓		
Knowledge and Abilities			
Ability to prioritise and work to deadlines	✓		
Ability to process information accurately and at a fast pace	✓		
Excellent IT, administrative and organisational skills	✓		
Excellent communication and interpersonal skills	✓		
Ability to work independently and/or as part of a team	✓		
Adaptable with a willingness to help out in other areas of the College as required	✓		
Knowledge of the post 16 qualification sector		✓	
Willingness to become a First Aider if required		✓	
Personal Qualities			
Flexible approach to work	✓		
Energy and enthusiasm	✓		
Commitment to change and improvement	✓		
Safeguarding			DBS Certificate
Suitable to work with children and young adults and/or vulnerable adults	✓		



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Willingness to apply for a Disclosure and Barring Service (police) check (or to have a check undertaken against an existing DBS Certificate if	✓		
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