

JOB DESCRIPTION

POST TITLE:	Assistant Examinations Manager
GRADE:	Harmonised Salary Scale Point 21-28
RESPONSIBLE TO:	Exams Manager
RESPONSIBLE FOR:	<p>Coordinating work and supporting the Examinations team to deliver a high quality service in a timely and efficient manner and remain highly customer focused at all times.</p> <p>At all times carrying out the duties and responsibilities of the post in compliance with the College's Equal Opportunities and Health and Safety legislation.</p>
WORK ARRANGEMENTS:	<p>37 hours per week/52 weeks per year</p> <p>It is expected that from time to time these hours will be exceeded as reasonably necessary for the proper performance of the duties and responsibilities of the post.</p>

PURPOSE OF THE POST

The post holder will:

1. Work closely with the Head of Quality Assurance and Exams/ Examinations Manager to ensure exam data compliance and look to continually improve processes and working practices within the team.
2. Support the planning and delivery of a quality examinations service throughout the year.
3. Line manage the bank of hourly paid invigilators.
4. Deputise for the Examinations Manager when required.
5. Ensure good working relationships are maintained with all college staff, supporting the dissemination of changes to examination based processes

DUTIES AND RESPONSIBILITIES

1. Day to day management and prioritisation of workloads for the team for all college provision, and manage the exams email inbox.
2. Build and maintain good working relations with all College staff providing outstanding customer service on behalf of the team.
3. To deliver, record and maintain an effective audit schedule with the team and be responsible for auditing their activity, including exam registrations, entries, claims, completions and certification.

4. Lead on the monitoring and recording of Access Arrangements, ensuring all necessary steps are taken to provide the right support to the students who are entitled. Build strong stakeholder relationships with the SEND team and utilise the most appropriate resources. Ensure appropriate Awarding Organisation authorising is in place and data protection documentation is held.
5. Co-ordinate the dated exam functions, including GCE and GCSE, and ensure all packs are prepared for invigilators.
6. Line manage the bank of hourly paid invigilators, ensuring their mandatory training records are maintained, process monthly pay claims, and conduct performance management reviews.
7. Be responsible for the receipting and logging of all exam papers, and their secure storage, and of the dispatch of completed scripts.
8. Lead on the co-ordination of Controlled Assessments.
9. Liaise with curriculum staff regarding entry, registration and withdrawal deadlines, and associated claims for achievement, plus the submission of internally assessed grades.
10. To ensure all systems, procedures and documentation are fit for purpose and in-line with compliance and audit requirements and Awarding Organisation/JCQ regulations. Advise on potential changes to systems through recommendations to management.
11. To ensure the team remain fully trained and aware of all system and process changes relating to administering the learner journey, and to review and implement updates with the team in line with changes to Awarding Organisation requirements.
12. To support the planning and delivery of an effective examination service in line with Awarding Organisation regulations and learners' needs, ensuring resources are appropriate to meet the demands of the business.
13. Prepare, organise and assist with the supervision and invigilation of examinations in accordance with the regulations laid down by examination organisations.
14. Support, publish and disseminate examination timetables. Liaise with relevant staff and the ICT department in respect of on-line testing and ensure Awarding Organisation system updates are applied. Monitor, record and establish reasons for non-attendance of exams.
15. Implement and monitor procedures, taking action as necessary to ensure compliance to JCQ regulations including physical requirements onsite and also in remote locations.
16. Support the examination budget duties in line with the Examinations Manager's requirements.
17. Develop and maintain best practice guidelines to provide a framework for examination procedures and invigilation requirements and deliver training to the Exam Administrators and Invigilators.
18. Maintain a working knowledge of funding methodologies and rules and support the cascading of information to the team and across College ensuring policies are well understood and procedures are monitored and adhered to.
19. Support during enrolment events taking place throughout the academic year providing a high quality enrolment service, including support for curriculum and cross-college areas.
20. Support the administration of evening examinations throughout the year on a rota basis.

21. To comply with all aspects of the General Data Protection Regulation Act (GDPR) in your work, ensuring the security of learner information.

GENERAL

1. Work effectively as a team, listen, consult and work in partnership to shape the future success for our Group community.
2. Take an active role in the health, safety and welfare of students/apprentices and staff, ensuring attendance at all mandatory training and adhering to all policies and procedures.
3. Take responsibility for one's own professional development and continually update, as necessary, participating in appropriate staff development activities, as required, including the Professional Development Review.
4. Act as an ambassador for the Group, being positive and professional at all times.
5. Comply with all legislative and regulatory requirements.
6. Apply the Group's Safeguarding Policy and practices and attend all training as requested.
7. Comply with the Group's Equality, Diversity and Inclusion Policy, promoting an inclusive environment where every individual is treated with kindness and respect.
8. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

Person Specification

Post:	Assistant Exams Manager	Department:	Quality Assurance
--------------	-------------------------	--------------------	-------------------

Key Requirements:	Essential/ Desirable	Assessed
Qualifications:		
GCSE Maths and English Language grade C or above	E	A
Experience:		
Experience of working in Exams administration	E	A
Working effectively as part of a team, and as an individual	E	A
Day-to-day experience with Microsoft Office (or equivalent) applications especially Outlook, Excel and Word	E	A
Experience of using Business IT Systems to process information	E	A/I
Experience of working in a changing business environment requiring a flexible and responsive approach	E	A/I
Create and follow business processes and procedures	E	A/I
Managing, agreeing, working to and meeting deadlines	E	A/I
Keeping up to date with relevant legislation, guidance and awarding body instructions	E	A/I
Experience of leading staff in a busy multi-functional environment	D	A/I
Skills/Knowledge:		
Excellent interpersonal and communication skills	E	A/I
Effective organisation skills	E	A/I
Ability to solve problems and use initiative	E	A/I
Evidence of continued professional development	D	A/I
Qualities:		
Ability to work in a team and lead a team	E	A/I
A flexible and innovative approach to working	E	A/I
Willingness to travel between sites and work some evening/weekend sessions in line with the needs of the role	E	A/I
Reliable and punctual with excellent time management and time keeping skills	E	A/I
Excellent customer service skills	E	A/I
Experience working in a busy environment	E	A
Other Requirements:		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	E	I
Full commitment to Equal Opportunities and anti discriminatory working practices	E	I
Must be prepared to undertake training appropriate to job role	E	I

E = Essential

D = Desirable

A = Application

I = Interview

T = Test

Produced by:	C Atkins	Date Produced:	Jan 2025
---------------------	----------	-----------------------	----------