
TITLE: Exam Access Arrangement Administrator

GRADE: Scale 6

RESPONSIBLE TO: Group Exam Access Arrangements Manager

PURPOSE OF JOB:

To provide flexible, accurate and professional administrative support to the Exam Access Arrangement Functions and associated tasks of this area of work which will enable effective processing of our Exam Access Arrangement for NCC students.

- Make Exam Access Arrangement applications for all awarding bodies based on learner's Normal Way of Working and Form 8/File Note documentation.
- General administrative duties that will ensure contract compliance for relevant funding agencies and local authorities.
- Work with Supported Learning and MIS (Exams) teams to ensure Form 8s are recorded on the College's ProSolution Student Record System
- Keep up to date with JCQ rules regarding Exam Access and Awarding Body requirements.

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

1.1 To support and deliver the College's value and strategic intent.

1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.

1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.

1.4 To implement the College's safeguarding policies and practices.

1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.

1.6 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.

1.7 To ensure that data is handled in line with the General Data Protection Regulations.

2. In common with all other staff:

2.1 To participate in College-wide projects and tasks.

2.2 All staff are expected to support exam invigilation and will be required to cover up to three exams per year, excluding GCSE exam support.

2.3 To work in other support services areas to meet the specific needs of workload peaks.

2.4 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This will require working in other campuses of the College.

3. Particular to the Post:

3.1 To adhere to relevant staff policies and the college's professional code of conduct and to always perform your duties in a professional manner being mindful of confidentiality as appropriate.

3.2 Liaise with all relevant parties, including learners, parents/carers, external agencies with regards to additional learning support.

3.3 Administer the EAA inbox, triaging emails to ensure day to day enquiries from stakeholders pertaining to Supported Learning for exam access arrangements are responding to appropriately.

3.4 Where appropriate, and with the Group Exam Access Arrangement Manager - Respond to and resolve queries from staff, students and Awarding Bodies.

3.5 To collate information regarding appointments for learners who require Exam Access Arrangements.

3.6 Process Exam Access records ensuring recorded on ProSolution (Student Record System) ensuring adherence to all Board and Group policies and regulations

3.7 Produce data and reports as required for internal and external use, ensuring the accuracy of data.

3.8 maintain up to date knowledge on JCQ rules regarding Exam Access – through self study and training.

3.9 Apply for and track applications for Exam Access Arrangements on external Awarding body systems – adhering to College Policies and Procedures.

4. Person Specification:

4.1 Experience working with or within a busy exams team in a large FE college.

4.2 Experience of making Awarding Body applications together with their administrative processes and regulations (desirable).

4.3 Good standard of education especially in English and Maths (Grade 4 or above) and IT.

4.4 A willingness to undertake further training in the use of all relevant applications and software, along with other generic training that will prove necessary for the post.

4.5 Demonstrate broad knowledge base and understanding of administrative systems and procedures with the ability to use systems and experience of large central database.

4.6 Ability to use effective oral communication skills both by telephone and face to face.

4.7 Ability to apply written communication skills including drafting correspondence and taking messages.

4.8 Ability to work as a member of a team and to establish effective working relationships.

4.9 To store, retrieve and set up systems of work.

4.10 Ability to prioritise workload.

4.11 Flexible approach to work and change.

4.12 Ability to work as part of a team and with people at all levels within the college.

4.13 A high level understanding of Data Protection and the importance within this role.

Person Specification requirements for appointment to scale 6

- Significant Experience in an Exams Officer (or equivalent) post within Supported Learning
- Extensive exam knowledge with the ability to respond to complex queries
- Understanding of ALS funding streams

Additional Information:

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.