



# JOB DESCRIPTION

**POST TITLE:** LEAD EXAMS ADVISOR – FE & HE  
**POST NUMBER:** WREQ2136  
**GRADE:** MANAGEMENT SPINE H-E

---

## **JOB PURPOSE**

To assist the College Registrar in the leadership and delivery of all aspect of exams and assessments across the Weston College Group. Through extensive interaction with College Managers, Academic staff and External Agencies ensure the delivery of an effective, efficient and compliant service.

## **KEY DUTIES**

- Support the College Registrar to supervise and motivate the Exams Team, ensuring that they are able to make an effective and positive contribution to the College on an individual and collective basis.
- Lead within the department on all areas of FE and HE exams work.
- Support the College Registrar to deliver a learner journey which is seamless and unobtrusive, by providing customer focused operational activities supported, where appropriate, by innovative technology.
- Ensure that the Exams department delivers a customer focused, cost effective, supportive and efficient service to internal and external partners.
- Ensure all Exams procedures are:
  - Kept up to date;
  - JCQ, partner university, GDPR and ISO compliant;
  - Disseminated to relevant staff and partners.
- Undertake performance monitoring of staff within the team assigned to your line management, assist in the process of recruitment, induction, probation and professional development reviews in accordance with College policies.
- Attend monitoring meetings with Senior Leadership Board members and college managers providing an accurate and positive representation of the department's work.
- Provide fortnightly outstanding achievement reports for all class based FE and HE examinations / assessments, including qualifications delivered in partnership, with an overview of actions taken to resolve outstanding results ensuring no loss of funding or damage to timely achievement.



# JOB DESCRIPTION

- Undertake first stage reconciliation and authorisation of invoices relating to college and partner based FE and HE examinations and assessments, excluding apprenticeship. This will include evidence of the checking for accuracy of awarding body invoices and effective recording of journal transfers at student and departmental level.
- In conjunction with curriculum management teams ensure all learners are accurately registered with their respective Awarding Organisations in a manner that does not prohibit timely assessment or breach awarding organisation regulations.
- In conjunction with curriculum management teams co-ordinate the processing of examination entries in an accurate, timely and cost effective manner via Awarding Organisation portals or bespoke processes.
- Maintain an accurate examination / assessment timetable ensuring preparations for and delivery of all examinations / assessments are exemplary and regulatory body compliant.
- Coordinate the application process for exam access arrangements and their notification to students.
- In conjunction with the curriculum management teams co-ordinate the accurate and timely claiming of achievement and outcome grades with Awarding Organisations.
- Co-ordinate the import of public examination results using bespoke software, providing management reports on the day of import at student, subject and overall level.
- Co-ordinate the timely and accurate recording of achievement data on college management information systems to ensure clean and timely funding returns.
- Co-ordinate the notification to students of their results including the sending out of certificates in a timely and auditable manner.
- Maintain knowledge of rules, regulations and audit requirements across all awarding bodies.
- Assist with the co-ordination and provision of accurate and complete evidence to support both internal and external audit requirements.
- Co-ordinate information audit checks across all data sets and make amendments to the information contained on the College databases if necessary.



# JOB DESCRIPTION

## **GENERIC DUTIES**

The person appointed will, in addition to the tasks outlined above, support and complement the team to fulfil the following generic duties:

- To ensure that all aspects of activity are kept under review, developed as necessary, reflect a client centred provision, implement approval procedures and ensure subsequent delivery meets approved criteria.
- To undertake responsibility for the Health and Safety activities as detailed in the College Health and Safety Policy Statement and Operating Manual.
- Complying with Information Security requirements, in line with Weston College policy.
- To comply with all College policies and procedures.
- To engage in continuous professional development.
- To carry out such other duties as required by the Principal and commensurate with the grade of the post.

## **SUPERVISORY RESPONSIBILITY**

This post reports to the College Registrar and has line management responsibility for some of the Exams Business Officers who undertake work across all areas of the departments (FE, HE, Apprenticeships and OLASS) not just FE and HE.

In the absence of the College Registrar the post holder and their Lead Exams Advisor Apprenticeships & OLASS colleague will have temporary overall responsibility for the exams division of College Registry.

## **CONTACTS**

External partners, all staff, members of public and various external agencies.

## **TARGETS**

This post has key targets that are required for the success of this post. These targets will be set and agreed annually, normally prior to the start of the Curriculum year. Targets will be progress monitored and updated on a termly basis in line with College appraisal process.



# JOB DESCRIPTION

## **HEALTH AND SAFETY**

All staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

## **STAFF DEVELOPMENT**

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

## **CONDITIONS OF SERVICE**

The standard Weston College contract of employment for Management Spine staff applies.

## **SALARY**

Management Spine, Points H-E: £26,068.00 - £29,152.00 per annum.

Hours of attendance: 37 hours per week.

Annual leave: 318.5 hours per annum inclusive of statutory holidays.

*The College reserves the right to direct up to five days of your annual leave entitlement for efficiency purposes.*

Due to the nature of this post, a flexible approach to working hours will be required, including evening and weekend work on a rota basis to meet the demands of the post.

**Weston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**



# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at Grade 4 / C or above (or equivalent), including English and Mathematics. <i>All applicants must be able to provide evidence of a Level 2 Qualification in English and Mathematics, or be willing to undertake the Qualification whilst in post.</i>	✓	
Level 3 qualification.	✓	
Hold or willingness to undertake supervisory qualification at level 3 or above.	✓	
Evidence of a good understanding of funding methodologies within Further Education.	✓	
Experience of supporting individuals to meet agreed objectives and milestones.	✓	
Evidence of successfully working as part of a team and openly exchanging information and supporting colleagues.	✓	
Pro-active approach to working with the ability to suggest and implement new systems / ways of working.	✓	
Proven ability to meet tight deadlines.	✓	
Ability to demonstrate effective written and verbal communication skills.	✓	
Ability to demonstrate an understanding and practical application of the importance of quality at work.	✓	
Excellent data input skills with a high level of accuracy.	✓	
Ability to use Microsoft Excel at Intermediate level as a minimum.	✓	
Experience of working in a flexible and positive manner, being adaptable to changing work patterns and supporting others to do the same.	✓	
Ability to work alone and be self-motivated.	✓	
Ability to manage a substantial workload, prioritise effectively and supporting others to do the same.	✓	
Willingness to undertake appropriate training relevant to the job role.	✓	
Experience of communicating and ensuring compliance to regulations.		✓