

INFORMATION FOR APPLICANTS

WORKING AT WYKE SIXTH FORM COLLEGE



INTRODUCTION

Application for the Post of: Exams Assistant

Thank you for your enquiry concerning the above post. I hope you find the following information of interest, and that you are encouraged to apply. Please note the closing date for received applications is **Tuesday 7th November 2023 at 9am**. Included in this pack is some information about the Exams department, an outline job description and a person specification.

For further details and to access the application portal please see below or visit www.wyke.ac.uk/about-wyke/staff-vacancies. If you have any queries about applying for the role, please contact personnel@wyke.ac.uk, or call 01482 346347.

The College is committed to safeguarding children and vulnerable adults. The successful applicant will be required to disclose any criminal convictions and agree to a check being made through the Disclosure and Barring Service. Please note that any eventual offer of employment will be made provisional subject to receipt of satisfactory DBS, qualification, barring, health and reference checks.

I would like to take this opportunity to thank you for the interest that you have shown in this post. Following short listing, we will endeavour to contact all applicants via email to advise them whether they will be invited in for an interview process.

Yours sincerely

Jenny Anderson

H.R. Manager

WORKING AT WYKE

Wyke is a successful and highly ambitious Sixth Form College whose aim is to be the best college in the country. We are an established, popular College with an outstanding reputation in the locality. The college draws students from Kingston-Upon-Hull, East Riding of Yorkshire, and further afield. The largest and one of the most successful A-level provider in the area, we offer applicants the opportunity to work alongside committed colleagues who have enabled our students to achieve high levels of success. At Wyke we put the student first and all decisions centre around staff working together to meet their best interests.

We currently have over 2000 students and around 200 members of staff. We offer a wide range of A Level courses as well as some highly successful BTEC courses, both those equivalent to one, two and three A-levels, and a small number of GCSEs.

Each A-level, GCSE or BTEC is allocated 4 x 70 minute lessons and a full time teacher will teach 5 of these 'blocks'. The teaching day begins at 9a.m. and finishes at 4p.m. On some mornings full staff or faculty briefings are held at 8.45a.m. to keep staff up to date with what is happening around the college and allow a time for them to catch up with each other.

We have an excellent team of staff and their continuing professional development is a priority at Wyke. The approach for this was recently revised so that so that members of staff fall into one of a number of development strands e.g. 'Aspiring Leaders', 'Lead Learners', 'Pastoral', 'Administrative'. Some development activities take place on one of the four Development Days spread across the year while other sessions are during afternoon workshops or independent activity which happens whenever is convenient for the staff members involved.

WORKING AT WYKE

Our plan is that every member of staff will have an entitlement to a significant amount of development every year and we also offer a system for people to log that development, including any activities undertaken independently.

We offer a welcoming college with supportive management and a strong team atmosphere as well as a modern environment. We are lucky to work with great students who are here to learn and have chosen their subjects so standards of behaviour are high.

Our employees at Wyke 6th Form College have access to a number of different benefits including:

- Generous pension schemes
- Generous holiday entitlements
- Significantly enhanced sick pay
- In service life cover
- Structured pay grades
- Funded development opportunities
- Free tea and coffee
- Free staff counsellor
- Other mental health support including Mental Health First Aiders on site
- Occupational Health support
- Flu-jabs
- Cycle to Work Scheme
- Multi-faith room
- Subsidised food costs
- Subsidised social events
- Use of library facilities
- Staff sports classes
- Opportunities to travel with college trips

THE EXAM'S DEPT AT WYKE SIXTH FORM COLLEGE

Facilities

The Exams Assistant works in the main office which is located in a central part of the college and near to the exams office (which provides a private area to organise and distribute papers etc). Close by there is a secure room used to for the storage of papers and completed scripts.

Staffing

The Exams Officer is the central point of contact for the examinations function. There are two Exams Assistant supporting the functions of the team. These members of staff manage invigilation and examination administrative functions, whilst the college MIS team provide technical support.

Reporting

The Exams Assistant reports to the Exams Officer and are part of the wider MIS team which incorporates the MIS data team, Exams and the Development/Reporting function. The area is overseen by the Head of MIS , who reports to the Assistant Principal with responsibility for this area.

Training

Staff development is a priority at the college and training and development opportunities will be available for the successful candidate both as an individual, as part of the wider MIS team and as a member of the College more broadly.

The Exam timetable

The key examination time is the summer examination series when around 10,000 examinations will take place. In addition, the college organises internal examination series, a key one of which currently takes place in December. There are other exam series and qualification entries that support our BTEC, OCR and WJEC assessments and these also come under the remit of the post.



JOB DESCRIPTION

Job Title :	Examinations Assistant
Postholder's name:	
Reporting to :	Exams Officer
Overall Purpose:	To work with the Exams Officer, invigilators and other colleagues to ensure the planning and smooth running of internal and external examinations.
Policy and Procedure:	Inherent in this job description is an expectation that you will observe and implement the agreed policies and procedures of the College, including conduct, health and safety, safeguarding, appraisal and equality and diversity.
Key Duties	
	<ul style="list-style-type: none"> • Planning the rooming and invigilation of examinations • Ensuring invigilators and college staff are aware of their invigilation commitments • Assisting the Exams Officer in receiving, checking and ensuring the safekeeping of all external exam papers, the correct conduct of the examinations and the prompt despatch of exam papers to the correct examiners. • Dealing with staff and student enquiries • Assisting the Exams Officer with the planning and implementation of the examinations during internal and external sessions by supporting the process of seating students, arranging appropriate invigilation, and informing students of their exam commitments. • Assisting during the exam session by liaising with invigilators and the Exams Officer to ensure that each exam series is conducted within the regulations set out by relevant organisations (eg. JCQ).
Other Duties:	<ul style="list-style-type: none"> • Deal with other administrative and general office duties as required • This job description is a guide to the major responsibilities of the post holder. Other duties may be added at the reasonable request of the Principal and the job description itself may be revised from time to time (after discussion with the Principal) as the needs of the College change.
Location:	<ul style="list-style-type: none"> • Wyke College, Bricknell Avenue, Hull HU5 4NT

PERSONAL SPECIFICATION

	Essential	Desirable
EDUCATION		
	Good level of general education with a good command of English and IT systems.	
EXPERIENCE		
	Previous experience in a busy administration role	Previous experience of working with young people
	Proven organisational skills	
		Previous experience of working in an educational setting
SKILLS & APTITUDE		
	Confident IT user - familiar with Microsoft Office programmes (Word, Excel, Outlook etc.) and data entry	Strong spreadsheet skills
	Ability to learn and implement new systems quickly	
	The ability to work on your own initiative or as a member of a team	
	Confident communicator with the ability to liaise at all levels.	
	Flexibility in hours (availability to work longer hours near examination periods)	
	Accurate worker	
	Ability to work to deadlines	

FURTHER INFORMATION CONTACT

Wyke Sixth Form College

Bricknell Avenue

Hull

HU5 4NT

(01482) 346 347

office@wyke.ac.uk

#WeAreWyke #MakeltHappen



@wykesfc



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Wyke
SIXTH FORM COLLEGE

www.wyke.ac.uk