

EXAMS MANAGER

We are currently looking to appoint an Exams Manager who will be responsible for delivering the successful provision of exams across our college. The successful candidate will be able to demonstrate an excellent ability to organise and administer both external and internal examinations and management of the invigilation team. The Exams Manager will play a pivotal role in the success of our students' progress and would be ideal for someone who thrives in a busy and varied environment.

The ideal candidate will be proficient in MS Office Suite and Management Information Systems as they related to exams management. This position also requires excellent interpersonal and organisational skills in order to provide a high quality, customer-focused service, whilst having a flexible and friendly manner.

If successful, you would play a vital role in the College, which is graded as 'outstanding' in all categories by Ofsted. We excel in providing a broad, inclusive and high-quality education to all of our learners, which has resulted in some of the highest levels of progression to Higher Education in the sector. In 2023, students at Joseph Chamberlain College achieved outstanding exam results.

Our College is situated within easy reach of Birmingham City Centre, in a state-of-the-art building with superbly equipped classrooms and outstanding facilities.

We were featured in the 2019 Parliamentary Review for best practice in further education for the second time and we have been awarded the Teachers' Development Trust (TDT) Silver Award for our comprehensive package of innovative and high impact professional development.

If you are aspirational for all young people and want to play a part in shaping their futures, we would really like to hear from you.

Hours of work will be full-time, 36.5 hours per week, all year round. There may be a possibility for some flexible working or term time only working.

The salary for this post is on the Colleges' Support staff pay scale, up to point 28, £39,279 FTE, per annum. If it suits the successful candidate, there may be an opportunity for occasional home-working.

Closing date: Wednesday 13th September 2023 (to arrive no later than 12 noon).

Start date: ASAP

For job details and an application pack please visit <https://www.jcc.ac.uk/about-jcc/jobs/> or e-mail HR@jcc.ac.uk. Alternatively, please call 0121 446 2255 for an application pack or if you require the information in a different format.

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to respect this commitment. All posts will be subject satisfactory reference and an enhanced DBS check. Joseph Chamberlain Sixth Form College is an equal opportunity employer, we welcome applications from all sections of the community.