

Job Description and Person Specification



Exams Administrator

Salary	£17,881 - £20,172 pa inclusive
Hours:	36 hours per week over 40 weeks
Leave:	This post is term time only, all leave should be taken when the college is not in session.
Reports to:	Examinations Manager
Location:	This post will initially be based at the Main Campus

The purpose of the post: is to work as part of a team to assist, with the administration of examinations and registrations undertaken by College students at Isleworth and the Skills & Logistics Centre.

This post requires you to work closely with managers across the College, teaching staff, Curriculum Administrators and students. You are also required to liaise with the Exam Boards.

Specific Administration Duties:

1. Work from the College Course File to prepare a timetable of registrations and examinations.
2. Use the Course File to estimate the number of students on each scheme prior to the start of courses to ensure the relevant logbooks or pre-release material is ordered.
3. Be responsible for entering students for examinations or registering them with Awarding Bodies according to Board requirements. Prioritising workload to ensure individual Awarding Bodies closing dates are met.
4. Prior to entry ensure that all students are correctly enrolled on courses and all fees have been paid or invoiced.
5. Liaise with Directors, Curriculum Quality Team Managers, teaching staff, Awarding Bodies and the Exams Manager to ensure the speedy resolution of all queries.
6. Monitor student withdrawals and advise Awarding Bodies of withdrawn students in accordance with their closing dates to enable refunds to be paid.
7. Ensure that timetables, results and certificates are produced and despatched as required.
8. Organise the preparation of materials required for examinations to include; papers, attendance lists and seating plans. Ensuring that Board regulations are adhered to at all times for day time and evening examinations.
9. Be responsible for the collection, safekeeping and return of examination scripts

10. Deal with the return of results of students' assessments to the appropriate Awarding Bodies in accordance with their procedures. Providing advice to tutors on completing the relevant paperwork.
11. Deal with student applications for re-marks, liaising with Course Tutors and Awarding Bodies as required.
12. Work with the Exams Manager and Inclusion and Progression Team to ensure that Access Arrangements are made for all students as necessary and that these meet internal and external deadlines.
13. Liaise with the Invigilation Team to ensure Invigilators are aware of their rota and examination locations.
14. Provide regular support to the Skills & Logistics Centre by visiting at least one day per month.

Specific IT Related Duties:

15. Prepare computer generated entry and registration forms, setting appropriate deadlines for return. Liaising with Departmental Administrators and course tutors on their return to ensure that students are entered for the appropriate syllabus, modules and level.
16. Use the student record database to produce and check output files for submission to Awarding Bodies.
17. Submit entries and registrations to Awarding Bodies as per their requirements, using various formats including e-mail, EDI and via the Awarding Bodies secure Extranets.
18. Report results to Awarding Bodies as per their requirements, using various formats including e-mail, EDI and via Extranet Sites.
19. Maintain records of examination assessment results ensuring all results are recorded on the Student Record Database in accordance with the ILR and college requirements.
20. Be responsible for On-line assessments including; registering students, scheduling tests, booking tests, unlocking tests and downloading results.

General Administration Duties:

21. Answer general enquiries from students, staff, Awarding Bodies and the public having regard to the individual needs of the diverse student population and the Data Protection Act.
22. Adhere to and comply with the College Financial Regulations.
23. Work collaboratively across all areas of Administration to ensure that all duties are completed as required, and having the flexibility to offer support to colleagues in other areas.
24. Undertaking additional duties at enrolment including occasional evening work.
25. Undertake any training necessary to meet the demands of the post.
26. Prepare and deliver procedural training to Administration and College staff

27. Carry out any other reasonably comparable duties that may be required from time to time. This may include assisting with invigilation during the day and evening.
28. Promote a positive image of the college in all contacts with students, employers and professional bodies.

Person Specification

Please study the items in this person specification carefully and when completing your application form try to describe your knowledge, skills and experience in terms of those particular items:

1. Have recent relevant experience of working within an administration environment providing a high standard of administrative work. Experience of working in an exams environment desirable but not essential.
2. Have experience of working with a shared computer database.
3. Be competent in the use of a word-processing package and spreadsheet package (the College uses WORD and EXCEL).
4. Proven ability to be accurate and pay attention to detail.
5. Have good organisational skills and be able to demonstrate a systematic approach to tasks which are subject to deadlines.
6. Have good written & oral communication skills with the ability to be proactive in liaison with college staff.
7. Have a good standard of numeracy.
8. Possess a Literacy and Numeracy qualification at Level 2
9. Possess appropriate IT skills relevant to the post, or be willing to undertake training.
10. Have good interpersonal skills and enjoy working as part of a team.
11. Be willing to undertake further training and development as required within the role.
12. Be able to undertake occasional evening work.
13. Have an awareness and understanding of equal opportunities.

Equality and diversity

West Thames College champions excellence, integrity, equality and respect.

This means we aspire to the highest achievements for our students and the best possible working environment for our staff.

The whole college community - women and men, younger and older, from different , social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work.

And we champion equality because it is the right thing to do.

Closing date: 1pm – 12 January 2018
Reference No: 5EXM003
Interview date: 22 January 2018

Conditions of Service

Contract:	Permanent 36 hours per week for 40 weeks per year
Salary:	£17,881 - £20,172 pa inclusive Please note the salary range for this post is points 21-25 on the Support Staff scales. Progression up the incremental pay scale is automatic and awarded on 1 April annually. New entrants are placed on point 21 Where there is evidence of current earnings in excess of point 21, the applicant may be placed at the salary point higher than their current salary
Pension:	Staff are entitled to participate in the Local Government Pension Scheme subject to its terms and conditions.
Annual Leave:	This post is term time only, all leave should be taken when the college is not in session.
Hours:	36 hours per week
Probation:	Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent. Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent. The extended period of probation is ensure that there is an adequate period of "normal" working during which to provide support and assess an employee's performance.
Disclosure	The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Disclosure and Barring Service.