

Job Description and Person Specification



Examinations Manager

Salary	£31,389 - £33,140 pa inclusive (plus up to 10% market forces allowance where applicable)
Hours:	36 hours per week
Leave:	27 days per annum plus public holidays plus up to 3 days Christmas efficiency closure
Reports to:	Head of Student Recruitment, Exams & Customer Service
Responsible for:	Exams Administrators
Location:	This post will initially be based at the Isleworth Campus

The purpose of the post:

To provide a responsive and dynamic Exams operation within the college Exams Department, unifying processes and procedures to improve the service provided, and manage staff within the section. You will work closely with managers across the College, Curriculum Staff, Students and Exam Boards.

The main duties and responsibilities are to:

1. Team Management

- a) Lead and build a dynamic team of staff, running regular team meetings to ensure good communications across the team.
- b) Involve the whole team in reviewing the service delivery process and encourage the sharing of ideas and good practice within the team, and other staff around the College.

2. Individual Staff Management

- a) Line manage staff in accordance with the College's personnel policies.
- b) Provide encouragement, support and guidance to staff in order to continue to raise service standards.

Specific Duties:

3. Manage the College formal examination and registration process ensuring the smooth transfer of entries, registrations and results to and from the Awarding Bodies using EDI, CSV files and email.
4. Working from the College Course File alongside the Head of MIS, compile the annual Schedule of Examinations and registrations and liaise with Curriculum Quality Team Managers & Directors as required to meet internal/external deadlines.
5. Plan, co-ordinate and supervise the daily work of the Examination team ensuring that registrations and entries and amendments are processed according to College procedures.
6. Devise and provide regular training sessions for College and employed invigilators as well as provide training on examination related matters to new and existing exams staff.

7. Take responsibility for the safekeeping of examination papers, scripts and assessed course work, and ensure that scripts and coursework are dispatched to Boards and nominated assessors promptly, securely and according to Board Regulations.
8. Maintain records of examination results on the student records database in accordance with ILR and College requirements .Liaise with the Head of MIS to write and run regular data checks and reports to ensure the accuracy of the Student Record Database and to maximise funding within the constraints of the ESFA Funding methodology.
9. Oversee the preparation of timetables for each exam session, and arrange accommodation ensuring that exams are conducted in accordance with Board Regulations.
10. Liaise with College auditors with regard to the audit of all student examination related data. Ensure that the paper and electronic records are maintained to satisfy audit requirements.
11. Develop processes and systems to maximise the use of IT within the exams section.
12. Manage the Exams Budget and approve invoices.
13. Have an awareness of Access Arrangement regulations; recording these on the Student Record Database, collate evidence and facilitate exam concessions.

General Duties:

14. Answer general enquiries from students, staff and the public having regard to the individual needs of the diverse student population and GDPR.
15. Undertake any training necessary to meet the demands of the post.
16. Adhere to and comply with the College financial regulations.
17. Promote a positive image of the college in all contacts with students, employers and professional bodies.
18. Carry out any other reasonably comparable duties that may be required from time to time.
19. Undertake additional duties at enrolment times as required, including occasional evening work.

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. Educated to Level 3 or level 4 or equivalent
2. Have high level IT skills with significant experience of working with MS Office, Word, Excel and MIS databases
3. Have experience of working within an examinations team and have the ability to maintain and up to date knowledge of complex awarding body regulations and the ability to implement these and to interpret them clearly for others
4. Have an understanding of current funding regulations and the importance of accurate registrations and achievements.
5. Experience of managing a team would be advantageous.
6. Have excellent organisational skills, ability to pay attention to detail and be able to demonstrate a systematic approach to tasks which are subject to deadlines.
7. Be able to demonstrate the ability to prioritise tasks and to manage conflicting priorities.
8. Have excellent written and oral communication skills and be able to demonstrate the ability to communicate at all levels within the College and with Business partners.
9. Possess a Literacy and Numeracy qualification at Level 2
10. Be willing to undertake further training and development as required.
11. Be able to work flexibly to support the delivery of examinations, including some occasional evening work.
12. Have an awareness and understanding of equal opportunities.
13. Have an awareness of Prevent and Safeguarding.

Equal Opportunities

West Thames College is committed to providing high quality education and training that reflects the best practice in equality of opportunity. The College will encourage successful learning for all students and rewarding work for all staff by establishing a supportive and challenging environment. The College aims to encourage the active participation of all sections of the community in lifelong learning. It will provide learning opportunities that accommodate diversity, and seek to raise the aspirations and achievements of students and staff. The College will actively promote and encourage good relations between people of different religions, nationalities and racial groups.

Closing date: 15th April 2021
Reference No: 5EXM001
Interview Date: 30th April 2021

Conditions of Service

Contract:	Permanent Full time
Salary:	£31,389 - £33,140 pa inclusive (plus up to 10% market forces allowance where applicable) Please note the salary range for this post is points 35-37 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 35
Pension:	Staff are entitled to participate in the Local Government Pension Scheme subject to its terms and conditions.
Annual Leave:	27 days per annum plus public holidays plus up to 3 days Christmas efficiency closure
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.