

JOB DESCRIPTION

Examination Manager

**INTRODUCTION**

Waltham Forest College is one of London’s most successful Colleges and in February 2018 Ofsted judged the College to be ‘Good’ in all that we do. The College is proud to be described as an ‘inclusive college’ and having a diverse workforce that mirrors our local community.

From the moment you walk into our spectacular building you can see that this is a college built for success. The College firmly believes that our employees are the heart of the organisation and having the right people in the right place is the key to our success

**OUR VISION**

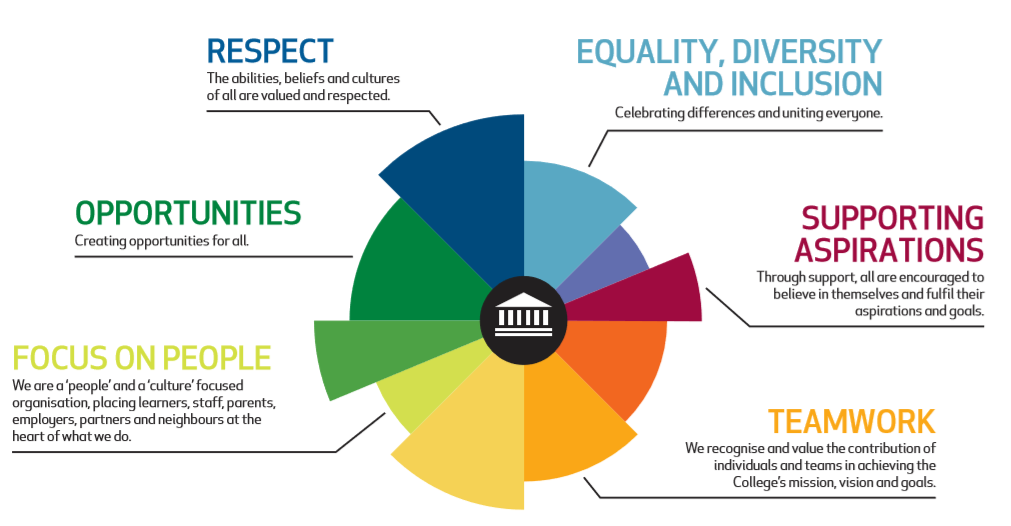
Careers focussed education inspiring learners to create their future.

**OUR MISSION**

To deliver outstanding technical and professional learning, which raises aspirations, develops skills and creates futures

**OUR VALUES**

Our organisational values drive the way we interact with each other and influence our people in creating their future.



#### jOB DESCRIPTION

This Job Description sets out the organisational position, reporting lines, key accountabilities and relationships.

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| --- | --- |
| Post | Examination Manager |
| Department | Examinations |
| Pay Spine | Business Support 35 - 38 |
| Post Reports To | Head of MIS |

**MAIN TASKS**

* To manage the Examinations team in order to provide a high quality, expert, responsive and customer focused service
* To ensure that examinations systems, policies, procedures and processes meet student and staff needs, and ensure the College meets its awarding body, statutory, funding and audit requirements
* To ensure that the Head of MIS is kept up to date on all material strategic and operational matters affecting the College’s examination polices, processes and procedures
* To advise Curriculum and Business Support Managers on all matters relating to examinations
* To work with curriculum-related managers and colleagues in the Management Information team to ensure the prompt and accurate reporting of student success

**JOB ACTIVITIES**

* To promote the highest possible standards in customer care, equal opportunities and health and safety practices for the benefit of learners and the wider community served by the College
* To manage and develop the staff attached to the Examinations team in accordance with College policies and procedures
* To be responsible for and lead on the development, planning and implementation of all aspects of examinations and non-examined assessments, in collaboration with appropriate managers across the College
* To manage and be responsible for the operational planning and quality assurance processes relating to examinations
* To ensure a high quality, efficient and cost-effective service to the learner and internal customer
* To authorise orders and invoices and in conjunction with the Head of MIS manage the examinations budget, reporting positions and forecasts in line with the College financial procedures
* To develop and manage the underpinning processes and reports for all submissions to awarding and other external bodies
* To lead on advising students and staff on changes to examination regulations and requirements and develop or implement new systems and procedures as appropriate
* To prepare statistical reports, analyses and returns for internal customers and external agencies, liaising with other managers as appropriate, and to ensure these are submitted in a timely and accurate fashion
* To set up and administer appropriate controls for all examination operations, processes and procedures to satisfy JCQ, Awarding Organisations, quality and audit requirements
* To lead and provide support to the curriculum on the planning, implementation, monitoring and review of examination procedures and policies required by awarding organisations
* To lead on the strategic and operational planning, self-assessment and other quality assurance processes required by the awarding organisations
* To lead on invigilation training including access arrangements for College and external staff
* To represent the College at Examination Networks and forums
* To liaise with the Funding & Data Manager in the reallocation of staff during peak times across the Department to ensure an efficient service.
* To ensure there is regular and appropriate public (student) access to the examination team to e.g. resolve queries, hand in or receive documents
* To pro-actively support the College’s Prevent Strategy and safeguarding arrangements to protect learners
* To undertake the role of Fire Marshal and assist in the safe evacuation of students, staff and members of the public from College buildings
* To undertake any other reasonable duties as required

#### Waltham Forest College commitments

Waltham Forest College aspires to be an outstanding College and in recognition of the crucial role that members of staff play, individually and collectively, in achieving and maintaining high standards all employees are required to:

* Be a positive ambassador for the College at all times.
* To adhere to the College’s policies, procedures and practices regarding the safeguarding of learners, including attendance at training and updating sessions as required and responding appropriately and supportively to any issues associated with safeguarding.
* Adhere-to the College policies, codes, procedures and frameworks.
* Undertake continuing personal and work related professional and skills development.
* Work collaboratively with colleagues across the College as a whole so as to support the achievement of the College goals.
* Be a positive role model in terms of supporting and promoting equality & diversity.
* Understand and actively support the College’s approach to health and safety and, in particular, to take into account the duty of care for others and oneself in all day to day actions.
* Challenge unacceptable behaviour (such as, for example, discriminatory language, not wearing College ID, shouting or playing loud music in corridors, spitting or swearing) whilst not putting one’s personal safety at undue risk.
* Make an active and positive contribution to team meetings, one to one sessions with line managers and the appraisal process

In recognition of the ever changing environment in which the College operates, the contents of this job description will be the subject of regular review in consultation with the post holder

#### Person specification

|  |  |  |  |
| --- | --- | --- | --- |
| Essential/Desirable criteria will be identified at\* | | | |
|  | AF | I | A |
| EDUCATION AND TRAINING | | | |
| Degree or similar relevant qualification | E |  |  |
| Qualification and/or training in computerised databases | D |  |  |
|  |  |  |  |
| EXPERIENCE | | | |
| Experience of working in an Further Education environment | E | E |  |
| Experience of funding arrangements and the funding methodology for Further Education | D |  |  |
| Experience of working in an Examinations environment | E | E | E |
| Experience of supervising others | D |  |  |
| Experience of project management | D |  |  |
| Experience of using computerised databases | E | E | E |
| Experience of working across College and with teams to implement changes in systems and data requirements | D |  |  |
| SPECIAL ABILITIES AND APTUTUDE | | | |
| Ability to lead and work collaboratively and supportively as part of a team | E | E |  |
| Ability to work with internal and external groups to provide appropriate information on College performance | E | E |  |
| Good interpersonal skills | E | E |  |
| Ability to work both under direction and on personal initiative | E | E |  |
| Excellent oral and written communication skills | E | E | E |
| An aptitude for proactive identification and solution of problems | E | E | E |
| Ability to work under pressure to meet deadlines and targets | E | E |  |
| Good organisational and planning skills | E | E |  |
| Ability to analyse and synthesise information and present it clearly and precisely in a variety of forms | E | E |  |
| OTHER REQUIRMENTS | | | |
| Flexible approach to working hours and duties | E | E |  |
| Ability and willingness to undertake continuous professional development | E | E |  |
| Commitment to the highest possible levels of health and safety for students, staff and others | E | E |  |
| To have a strong sense of purpose and the drive to achieve agreed goals | E | E |  |
| Professional and customer-orientated approach | E | E |  |
|  |  |  |  |
|  |  |  |  |

\* **Key:** AF = Application Form, I = Interview, A = Assessment