

JOB DESCRIPTION

Post Title: End Point Assessment Administrator

Responsible to: MIS Officer – Workplace Learning

Purpose of the Role:

The postholder will be expected to:

- To administrate each step of the End Point Assessment process for apprentices to include:
 - registration
 - gateway uploading
 - managing bookings
 - result recording
- Liaise with the examinations team, trainer assessors, learners and employers to ensure the End Point Assessment process is managed in an efficient way.
- Maintain and improve processes to ensure that apprentices are monitored and progress is reported throughout their apprenticeship to enable efficient planning of the End Point Assessment process.
- Ensure college data reflects actual activity and evidence is collected and stored appropriately in preparation for audit.
- Ensure timely and accurate provision of data, that supports collection and analysis of key performance indicators.

Duties

1. To administrate each step of the End Point Assessment process for apprentices to include registration, gateway uploading, booking and results recording.
2. To liaise and be the college point of contact for End Point Assessment Organisations.
3. To plan and organise in liaison with the exams team any exams and invigilation for End Point Assessments.
4. Communicating with staff, learners and employers at each stage of the process, to ensure all stakeholders are aware of their responsibilities and timelines.
5. Closely working with the exams team to co-ordinate certification of qualifications which are required for Gateway.
6. Working closely with trainer assessors to understand the requirements for End Point Assessment for each standard.
7. Working with trainer assessors to ensure uploading of information and liaising with them on correcting issues with learner and employer data.
8. Ensure evidence is recorded to comply with current funding rules.
9. Assist in the recording of framework achievements on the ACE system during the transition to standards.
10. Assist in the processing of certificates for framework and standard learners.
11. To assist the MIS officer workplace learning to ensure apprenticeship records comply with funding/audit regulations.

Corporate Responsibilities

1. To share and demonstrate the values of the College.
2. To adhere to all College regulations including financial regulations.

General Responsibilities

1. To take responsibility for ones own continuous and professional development.
2. To ensure compliance with the Data Protection Act and Freedom of Information Act.
3. To follow strictly the requirements of the College policies and in particular the Health and Safety Policy, Sustainability Policy and Equality/Diversity Policy and to maintain confidentiality in all aspects of College business.
4. To work co-operatively with other areas of the College to provide a corporate College service, particularly at enrolment times and during academic vacations.

You may be required to undertake such other duties, commensurate with your grade and hours of work, as may reasonably be required.

You may be required to work at or from any building, location or premises of Wigan and Leigh College, and any other establishment where Wigan and Leigh College conducts its business.

Variation to this Job Description

This is a description of the job as it is at present, and is current at date of issue. The job description will be reviewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed. This process is carried out through discussions with Management. You are expected to participate fully in the review and, following discussion to update your job description as is considered necessary or desirable. It is our aim to reach agreement on reasonable changes. However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful candidate will be required to apply for a Disclosure and Barring Service (DBS) check. Further information about the DBS can be found at www.gov.uk

Qualifications

- Level 2 qualification in administration or substantial experience in a similar role
- GCSE Maths and English grade 9-4/C qualifications or recognised equivalent or to attain within the probationary period

Knowledge

- Working knowledge of Microsoft, Word, Excel, Access
- Working knowledge of management information systems
- Knowledge of apprenticeships and End Point Assessment requirements
- Knowledge of apprenticeship funding rules and audit requirements.

Competencies

- Competence in the use of MIS software within an Education environment

Evidence of :

- complying with funding rules and understanding audit requirements.
- Working with external organisations such as awarding organisations in a professional manner.
- Presenting and manipulating data using Microsoft Office
- Managing data and producing reports from MIS software
- Effective communication skills

Proven ability :

- to work as a proactive team member
- to deal effectively and efficiently with a broad spectrum of people in a wide variety of circumstances
- to prioritise work and work to deadlines
- to think and act effectively and have a creative approach to problem solving
- A willingness to work flexibly
- Able and willing to work with minimum supervision, and to demonstrate initiative

Other Requirements

- Able to travel as necessary to fulfil the duties of the post
- A commitment to on-going personal development and willingness to attend appropriate training courses, which may require overnight subsistence
- A willingness to work flexibly and outside of normal office hours; evenings, weekends and occasionally at bank holidays
- Suitable to work with children and young people in accordance with Government guidelines for safeguarding children
- This post is exempt from section 4 (2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes

