

19-138 Examinations and Timetabling Officer

Hours:	37 hours per week, 52 weeks per year
Salary:	£24,047 - £26,221 Per annum
Duration:	Permanent
Location:	Colchester

Colchester Institute is looking for an Examinations and Timetabling Officer to lead and support a small team to provide a high quality and effective Exams and Timetabling Service for the College.

Through the effective management of all aspects of the examinations function, you will ensure entries are made in a timely manner and examinations are compliant with JCQ and Awarding Organisation regulations.

You will also provide an effective and efficient timetabling and eRegisters system with the aim of maximising room utilisation and accurate tracking of student attendance.

Closing date: 29th March 2021

To apply please complete our Application form on our website.

All jobs at Colchester Institute require a Disclosure & Barring Service (DBS) check.

Please contact Human Resources on jobline@colchester.ac.uk or call 01206 712333 if you have any queries or would like further information.

Additional Information

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

We strive to be an Equal Opportunities employer. All applicants who are offered employment will be subject to a Criminal Records check from the Disclosure and Barring Service.

Please visit our website www.colchester.ac.uk to obtain further details about the College.

Colchester Institute Job Description

Job Title:	Examinations and Timetabling Officer
Regulated Activity:	No
Responsible To:	Enrolment, Exams & Timetabling Manager
Line Management of other staff:	Yes
Location:	Colchester
Salary:	Range S23-26

Purpose Statement:

To lead and support a small team to provide a high quality and effective Exams and Timetabling Service for the College.

Through the effective management of all aspects of the examinations function, you will ensure entries are made in a timely manner and examinations are compliant with JCQ and Awarding Organisation regulations.

Provide an effective and efficient timetabling and eRegisters system with the aim of maximising room utilisation and accurate tracking of student attendance.

Main Duties & Responsibilities:

1	To provide effective line management for directly reporting staff (and counter signatory staff where appropriate) in the areas of communication, engagement, and resource and performance management – this will include direct actions on and management of staff welfare and wellbeing, discipline, capability, absence, grievance, investigations, and any other employee relations activity as may be required – taking relevant and appropriate advice and seeking developmental support as necessary to carry out these activities.
2	To take a lead role in the development and maintenance of effective examination systems and procedures which adhere to JCQ, Awarding Organisation and government regulations. Ensuring the production, implementation and regular review of relevant policies and procedures across the college, including the annual conflict of interest's exercise.
3	Ensure timely registrations, entries and certification claims are submitted in accordance with Awarding Organisation Deadlines, ensuring the appropriate use of College Management Information System is used.
4	To work with curriculum teams, using the Curriculum Plan to agree examination requirements for the year and then support them in submitting registrations, entries and claims to the exams team in an effective and timely manner.
5	Agree and set access arrangement deadlines at the start of the academic year with all internal stakeholders, ensuring all assessments are processed with the Awarding Organisation in a timely way to ensure students are not unfairly disadvantaged.

6	To be the named point of contact for any JCQ Inspections.
7	Oversee the preparation of exam timetables, ensuring accuracy and compliance with awarding body requirements, including the security of handling, storage and distribution of examination papers.
8	To effectively manage and support a bank or hourly paid invigilators, ensuring they have adequate regular training to undertake their role in line with JCQ and Awarding Organisation Regulations. This will include the implementation of remote invigilation, where appropriate and cost effective.
9	Oversee the timely recording of achievements to ensure accurate monitoring of the college's funding claim and achievement rates, ensuring there is a robust and consistent approach to ensuring students receive results and certificates promptly.
10	To be responsible for providing an effective and efficient timetabling and eRegister system with the aim of maximising room utilisation and providing the accurate tracking of students, to support the colleges funding claim.
11	To be an active member of the Rooming and Timetabling Group by providing regular updates on activity and findings of regular room audits to improve use of accommodation and to support the College Estates and Accommodation Strategy.
12	To effectively manage the examinations non-pay budget and actively look for cost reductions to assist with securing financial health. Ensuring all opportunities are taken to claim refunds from Awarding Bodies, no late fees are incurred and fees are collected. To monitor and report on multiple resits by students and ensuring resit fees are paid, where appropriate, in line with the College Fee Policy.
13	Ensure that information provided, both internally and to outside bodies, is accurate, complete, relevant and despatched in a secure manner in line with the Data Protection Regulations.
14	Provide training and support to users of college exams, timetabling and eRegister systems, including training guides and support manuals to ensure systems are clear, robust and consistently utilised.
15	To support the Enrolment, Exams and Timetabling Manager with continuous review and development of Exams and Timetabling processes, to ensure optimum efficiencies and where possible embrace digitalisation opportunities to remove any unnecessary and/or manual processes.
16	To deputise for the Enrolment, Exams and Timetabling Manager as required.

17	Adhere to and promote the College's Safeguarding, Equality & Diversity, College Values and Health and Safety policies and practices.
18	To undertake any other associated duties determined by the college.

This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute

Colchester Institute Person Specification

Position: Examinations and Timetabling Officer

	Essential	Desirable	How is this assessed?
Qualifications			
Education to level 3 or above.	✓		A
Minimum of Level 2 qualification in English and Mathematics GCSE 4+ or C and above / CSE Level 1 / O-Level C or above / Level 2 Adult Numeracy or Literacy or equivalent.	✓		A
Management or team leader qualification.		✓	A
Customer Services qualification.		✓	A
Experience			
Experience of leading and managing a team.	✓		A
Experience of researching and examining complex policies and regulations ensuring these are understood and adhered to.	✓		A / I
Experience of working with complex database systems for processing of data, interrogation, extraction and reporting.	✓		A / I
Experience of setting, managing and meeting internal and external deadlines.	✓		A / I
Knowledge and experience of MS Office Applications, including Excel and Word.	✓		A / I
Knowledge and Skills			
Good research and planning skills.	✓		A / I
Ability to motivate and support a team to achieve the best outcomes for all.	✓		A / I / P
Ability to lead and develop a cohesive team ensuring they have the skills and support they need to undertake their roles.	✓		A / I / P

Ability to accurately interpret guidance and regulations.	✓		A / I
Excellent organisational and customer service skills.	✓		A / I
Ability to prioritise and work to deadlines.	✓		A / I / P
Work effectively under pressure and manage workload.	✓		A / I / P
Good IT skills.	✓		A / I
Excellent interpersonal, oral and written communication skills.	✓		A / I / P
Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment.	✓		A / I
Personal Attributes			
Proactive and creative approach to problem solving.	✓		A / I / P
Solution based approach to work.	✓		A / I / P
Understands the importance of equality and diversity.	✓		A / I
Enjoys working collaboratively and seeking collaborative opportunities.	✓		A / I / P
Ability to work flexibly to meet changing needs and work demands.	✓		A / I / P
Continuously improving and commitment to own personal and professional development.	✓		A / I

KEY:

A	Application
I	Interview
P	Presentation/Micro-teach
T	Test