

JOB DESCRIPTION



Post Title: Examinations Apprentice
Responsible to: Exams Team Leader

Main Purpose

To provide administrative support to the Examinations Office for student examinations/awards and related information processing as directed by the Exams Team Leader.

Duties

1. To support the team to process student entries/registrations for examinations/awards in accordance with the requirements of College and awarding body procedures and regulations.
2. To check invoices from Awarding Bodies and liaise with the Exams Team Leader
3. Work in close cooperation with team members to ensure the security of handling, storage and distribution of examination/assessment materials in accordance with awarding body regulations including the management of logistics of external examinations.
4. To assist in the preparation of examination timetables.
5. To provide support for the examination activity associated with examination rooms in liaison with Environmental Services and Learning Resources staff, including the numbering of desks and the display of examination materials.
6. To provide support for the examination activity relating to students with Access Arrangements, including liaison internally and externally to ensure awarding body regulations are met and that all additional resources are accommodated.
7. To assist with the distribution to, and receive back from, Invigilators examination papers and associated materials as required.
8. To assist with the checking, packing and despatch examination scripts in accordance with the appropriate procedures.
9. To assist with results and certificates.
10. To assist in collecting and recording achievement data in a timely manner.
11. To maintain accurate computerised records in accordance with the requirements of the College's MIS systems, government funding requirements and the general management of the College.

12. To assist as required in the preparation of statistical reports and, in particular, in the compilation of the Individualised Learner Record and related claims for funding.
13. To undertake work in relation to registry, timetabling and registers as required.
14. To maintain files of all source documents as required for audit purposes.
15. To work at all times in close co-operation with staff in Registry and Timetabling to ensure an efficient flow of information, and to provide support in those areas including assisting with the training and mentoring of new staff.
16. To respond efficiently and professionally to enquiries relating to the work of the Office from students, staff, management and external enquiries including advising colleagues of College systems and Exam procedures.
17. At all times to maintain student confidentiality and comply with Data Protection regulations.
18. To undertake appropriate staff development as agreed with the line manager to keep abreast of developments in the principal area of work, and to comply with College continuous Professional Development requirements (CPD).
19. To ensure compliance with the Data Protection Act and Freedom of Information Act.
20. To work co-operatively with other areas of the College to provide a corporate College service, particularly at enrolment times and during academic vacations.
21. To follow strictly the requirements of the College policies and in particular the Health and Safety Policy, Sustainable Development Policy and Equality/Diversity Policy and to maintain confidentiality in all aspects of College business.
22. You may be required to undertake such other duties, commensurate with your grade and hours of work, as may reasonably be required.
23. You may be required to work at or from any building, location or premises of Wigan & Leigh College, and any other establishment where Wigan & 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 the date of issue. The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed. This process is conducted jointly with your Manager. 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.

Knowledge

- GCSE Maths and English grade C qualifications or recognised equivalent or to attain within the probationary period
- Working knowledge of Microsoft, Word, Excel, Access

Competencies

- Able to:
 - communicate effectively
 - use initiative
 - adopt a flexible approach to working hours and fluctuating work schedules
 - set up and maintain effective and supportive administrative systems and procedures
- Proven ability to:
 - work as a proactive team member
 - efficiently process data electronically
- Evidence of working within an examinations environment

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 Evidence of continuing professional development.
- 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.