



| JOB DESCRIPTION | |
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| JOB TITLE | Exams Officer |
| PAY/GRADE | Point 16, £20,491 per annum |
| HOURS | 37 per week, all year round, to be worked flexibly |
| REPORTS TO | Exams Manager |
| LOCATION | Exams Department, Peterborough College |
| JOB PURPOSE | |
| To assist the Exams Manager and Exams Team Leader in ensuring that all aspects of examinations administration are conducted effectively and efficiently. To take responsibility for ensuring all students are correctly registered and certificated for Jobsmart Adult provision. This will involve working one day a week at Jobsmart premises. | |
| MAIN DUTIES AND RESPONSIBILITIES | |
| Your main duties and responsibilities will include, but will not be limited to the following areas: | |
| <ul style="list-style-type: none"> • Lead on all aspects of Adult Exams for Jobsmart Adult Provision which is a growth area. • Ensure awarding body and College guidelines and procedures relating to exams are complied with and provide guidance to lecturers and students. • Support the Exams Manager in all matters relating to examinations and ensure smooth running of all exams across UCP, satellite centres and Peterborough College. • Liaise with Heads of Faculty, Curriculum Leaders and subject lecturers to confirm the qualifications for each group of students with close working relationships with Jobsmart Team. • Record, track and monitor re-sit attempts and ensure re-sit fees are collected in line with Group policies. • Ensure registrations and examination entries are received within set deadlines and are accurately processed and submitted to awarding bodies before their deadlines. • Maintain examinations records in the Management Information System (MIS). • Prepare materials in readiness for online testing and organise invigilators to cover exams. Provide support to ensure awarding body and Group guidelines and procedures are complied with. • Produce seating plans for examinations. • Check evidence of special exam arrangements and maintain a record. • Liaise with the Additional Learning Support Team in ensuring eligible students receive special exam arrangements. • Work with lecturers, students and awarding bodies to resolve examination issues, as requested by the Exams Manager. • On a timely basis, update results in the Student Record System and distribute results and certificates to students and lecturers. • Monitor outstanding results and take appropriate action. • Assist with the dispatch of exam scripts and assessments to awarding bodies on a timely basis. • Keep up to date with data processing and exams requirements and undertake training as and when required. • Maintain and promote a positive, can-do attitude within the department. • Maintain excellent standards of customer service and provide a flexible and | |



responsive service to all users.

OTHER

- Engender a strong team ethos, which promotes a positive, can-do attitude across the department.
- Maintain excellent standards of customer care and provide a flexible and responsive service to all users.
- Contribute to the development of IEG Group's Strategic Aims, Objectives and Values.
- A commitment to the provision of a high quality, student-centred service.
- Perform duties to a high standard and to ensure that quality assurance and improvement processes are implemented successfully across the College, particularly those relating to own role.
- Participate in and make an appropriate contribution to the College's planning and review processes.
- Assist with College enrolment/open evenings as required (which will entail occasional attendance outside normal College hours for which time off in lieu will be agreed).
- Undertake continuing professional development as appropriate. Take a full part in the College staff development programme including the appraisal process.
- To carry out such duties as may be determined from time to time within the general scope of the post.

TERMS AND CONDITIONS

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|-----------------------------|-------------------------------------------------------------------------------------|
| Contract | Permanent Business Support |
| Pension | Local Government Pension Scheme |
| Holiday | 30 days per year plus bank holidays and discretionary days |
| Probation | New appointees to the College are subject to a 6 months' probationary period |
| Disclosure | All employment offers are subject to a satisfactory fully-funded enhanced DBS check |
| Working Arrangements | Normal working hours of 8.30am to 5pm Monday to Thursday, 8.30am to 4.30pm Friday |

APPLICATION PROCESS

Applicants should submit a CV and covering letter detailing how they meet the essential and desirable criteria of the role to hr@ieg.ac.uk

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| Closing Date | 14 April 2022 |
| Interview Date | TBC |

PERSON SPECIFICATION Exams Officer

| Criteria | Essential or Desirable | | Assessment Method | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|---|----------------------|---|---|---|
| | | | A | I | T | R |
| QUALIFICATIONS | | | | | | |
| Educated to Level 3 (or above) in a relevant subject | E | | ✓ | | | |
| Minimum of Level 2 Literacy and Numeracy (GCSE English Language and Maths (Grade C/4 or above) or other Level 2 equivalent qualifications | E | | ✓ | | | |
| EXPERIENCE | | | | | | |
| Wide range of administrative/clerical experience | E | | ✓ | ✓ | | |
| Recent experience of working on information systems (EBS / Promonitor) relating to student records | | D | ✓ | ✓ | | |
| Extracting data and formatting reports | E | | ✓ | ✓ | | |
| Compiling reports and analysing information | E | | ✓ | ✓ | | |
| Accurate maintenance of data for internal and external audits | E | | ✓ | ✓ | | |
| Experience of giving a proactive, customer facing service | E | | ✓ | ✓ | | |
| Invigilating exams | E | | ✓ | ✓ | | |
| Working in a busy office environment | E | | ✓ | ✓ | | |
| Liaising with internal and external agencies | E | | ✓ | ✓ | | |
| KNOWLEDGE | | | | | | |
| Working knowledge of MS Office (Word, Excel, Outlook), undertake Gold Standard Digital Badges for G Suite | E | | ✓ | ✓ | | |
| Knowledge of awarding body regulations and exam methodology | E | | ✓ | ✓ | | |
| Knowledge of General Data Protection Regulations and Freedom of Information Acts | E | | ✓ | ✓ | | |
| KEY SKILLS | | | | | | |
| Excellent oral and written communication skills and the ability to communicate effectively with internal and external contacts | E | | | ✓ | ✓ | |
| Excellent planning, organisation and administrative skills | E | | | ✓ | | |
| Ability to work quickly and accurately under pressure | E | | | ✓ | | |
| Analytical and methodical approach to problem solving | E | | | ✓ | | |
| Ability to work collaboratively with a wide range of people to achieve common goals | E | | | ✓ | ✓ | |
| Proficient in the use of MS Office/Google Docs | E | | | ✓ | ✓ | |
| Ability to work flexibly, prioritise tasks in accordance with importance vs urgency and to switch tasks at short notice | E | | | ✓ | | |
| Ability to deal with confidential and sensitive information with discretion; process data in accordance with data protection laws | E | | | ✓ | | |
| The ability to work well as part of a team and independently | E | | | ✓ | | |
| OTHER | | | | | | |
| Awareness of and commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults | E | | | ✓ | | |
| Commitment to equality of opportunity and the principles of inclusive learning and the ability to promote it in all aspects across IEG | E | | | ✓ | | |
| Evidence of a personal commitment to continuous professional development and training | E | | | ✓ | | |
| Commitment to the IEG's core values | E | | | ✓ | | |
| Awareness of Health & Safety, wellbeing and environmental issues | E | | | ✓ | | |

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|-------------------------------------------------------------------|---|----------------------|--|---|--|---|
| Flexible approach to working practices | E | | | ✓ | | ✓ |
| Professional appearance and behavior at all times | E | | | ✓ | | ✓ |
| Good previous attendance record | E | | | ✓ | | ✓ |
| Ability to travel on College and Group business | E | | | ✓ | | |
| Satisfactory enhanced DBS check + barred list for regulated roles | E | Pre-employment check | | | | |

Assessment Criteria: A = Application, I = Interview, T = Test, R = References