



Job Description and Person Specification

Exams Officer

Job Description and Person Specification – Exams Officer

JOB TITLE:	Exams Officer
DEPARTMENT:	MIS
RESPONSIBLE TO:	Exams and Registry Coordinator
RESPONSIBLE FOR:	N/A
GRADE/SALARY:	TCG Business Support Scale 5

OUR PURPOSE AND VISION

‘Unlocking Potential, Fostering Success’

To be a leading provider of education and skills that supports community cohesion and drives local and regional productivity.

Our Values

Ambitious	We set high expectations and standards for students, colleagues and our communities, striving for excellence in all that we do.
Resilient	We believe that every challenge is an opportunity to learn, develop and become stronger.
Collaborative	We work together, support one another, share ideas, and encourage success.
Inclusive	We value individual difference and creating an environment where everyone has the same opportunities
Respectful	We allow ourselves and others to grow by treating each other with thoughtfulness and an open mind.

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JOB PURPOSE

- To work collaboratively with the Exams and Registry Coordinator and Exams and Registry Manager to provide an efficient and student focused examinations service, ensuring that the Group remains fully compliant with Awarding Organisation and Examination Board regulations.

MAIN DUTIES AND RESPONSIBILITIES

- Provide a secure, efficient and effective examination service which meets the needs of all students and stakeholders.
- Act as main point of contact with awarding bodies for your centres, ensuring that exams are conducted in accordance with JCQ and Awarding Body requirements .
- Responsible for the end to end process of registration, entry and accreditation of learners, including arrangements for paper based and online examinations.
- Keep yourself and the Group up to date with, and implement awarding body and processes and any changes to regulations and requirements.
- Ensure that JCQ and awarding body examination requirements are adhered to at all times, working closely with the Exams and Registry Manager, Co-ordinators and other Exams Officers to implement appropriate procedures across the Group.
- Support the training of staff involved with exams on invigilation, examination processes and regulations.
- Lead the registration of students for qualifications and awards, and ensure correct processes are followed and entries are made in a timely manner.
- Plan for examination sessions at the Altrincham and Stretford campuses, liaising with the Examinations & Registry Co-ordinator to ensure sufficient staff and invigilators are available when needed.
- Oversee JCQ inspections at the Altrincham and Stretford campuses and support inspections for Trafford College group when required.
- Oversee the receipt of examination papers from Examination Boards.

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- Liaise with relevant staff in regards to the booking and setting up of venues for examinations to meet JCQ and awarding body requirements for the Altrincham and Stretford provision.
- Organise and administer exam access arrangements and considerations as required including resolving examination clashes, with support from the Exams and Registry Coordinator.
- Maintain a schedule of exam bookings at the Altrincham and Stretford campuses.
- Respond to on demand examination requests and contribute to the efficient scheduling of exams for all provision.
- Make arrangements for the invigilation of examinations.
- Ensure that special considerations are applied for in a timely and accurate manner.
- Support curriculum colleagues as required to prepare for external verifier visits.
- Co-ordinate the submission of estimated grades and coursework marking sheets to the relevant examination boards.
- Take a leading role in the timely and accurate data capture and provide support for examination results and achievement processes.
- Assist with all post-results queries and requests liaising with students and other external organisations.
- Assist the team with all aspects of enrolment including partaking in enrolment events and staffing of the enrolment

Group Responsibilities:

- Adhere to all Group policies and procedures.
- Behave in accordance with the Groups' Values
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities).

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- Travel is required for this role.
- Actively participate in performance reviews at regular intervals in accordance with Group procedures.
- Undertake training courses organised by the Group where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- To undertake risk assessments and comply with the Groups risk management audit requirements.
- Behave in a manner that ensures the security of property and resources.
- Demonstrate consistently high standards of personal and professional conduct as defined in Staff Code of Conduct Policy.

Safeguarding Children and Vulnerable Adults:

- The Group is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.
- We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the Group. This is in line with statutory guidance Keeping Children Safe in Education, we expect all staff and volunteers to promote the welfare of children and vulnerable adults within the Group and to share this commitment.
- If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

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Equality and Diversity:

- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Group provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, nationality, ethnic origin or disability

Health and Safety:

- To promote health, safety and welfare throughout the Trafford College Group

Review

The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost, and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, the Corporation will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

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PERSON SPECIFICATION – Exams Officer

ATTRIBUTES	ESSENTIAL	DESIRABLE	ASSESSED BY
VALUES AND BEHAVIOURS	<p>Be ambitious. Set high expectations and standards for students, colleagues and our communities, striving for excellence in all that we do.</p> <p>Be resilient. Believe that every challenge is an opportunity to learn, develop and become stronger.</p> <p>Be collaborative. Work together, support one another, share ideas, and encourage success.</p> <p>Be inclusive. Value individual differences and create an environment where everyone has the same opportunities</p> <p>Be respectful. We allow ourselves and others to grow by treating each other with thoughtfulness and an open mind</p>		<p>Application Form</p> <p>Interview</p>
EDUCATION AND QUALIFICATIONS	<p>Level 2 in English and Maths or a willingness to work towards.</p> <p>Level 3 (or equivalent) NVQ or equivalent in a relevant subject or working towards.</p>		

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<p>KNOWLEDGE</p>	<p>Knowledge of Awarding Bodies and systems</p> <p>Knowledge of qualifications offered by the college</p> <p>Knowledge of Further Education</p> <p>Adopt a positive and enthusiastic approach to team work, with a customer-focused attitude.</p> <p>Be committed to continuous updating of knowledge of internal and client procedures and practice, new technology.</p>		
<p>EXPERIENCE</p>	<p>Experience of working in the Exams/Accreditation Sector</p> <p>Experience of Databases and Management Information systems</p> <p>Experience of supervising the work of other staff</p> <p>Be committed to equal opportunities and quality improvement.</p> <p>Possess excellent organisational skills and ability to prioritise workloads.</p> <p>Be able to deal tactfully and diplomatically with confidential and sensitive information</p> <p>Be able to work effectively under pressure to deadlines.</p>		
<p>SKILLS AND ABILITIES</p>	<p>An understanding of strategies for supporting a range of needs and age groups.</p> <p>A commitment to maintain a programme of CPD</p> <p>Very Good IT skills, including Microsoft Office.</p> <p>A flexible working attitude towards duties and responsibilities</p>		

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PERSONAL CIRCUMSTANCES	Able to travel between Group locations and to employers and organisations		Interview
EQUALITY, DIVERSITY AND INCLUSION	Candidates must demonstrate understanding of and acceptance and commitment to the principles of human rights and equality and how they underpin practice.		Interview
SAFEGUARDING	Commitment to safeguarding and promoting the welfare of children and vulnerable adults		Interview