

# JOIN US

## Assistant Exams Officer





We are delighted you have expressed interest in a vacancy with OSFC. Should you have any questions over the position or the application form, please contact the Human Resources Department for assistance on 0161 287 8001.

**All completed applications must be returned to the by 12 noon on the closing date on the enclosed advert to:**

**email to [hr@pinnaclelearningtrust.org.uk](mailto:hr@pinnaclelearningtrust.org.uk)**

We cannot accept information held on CV's and therefore your application and accompanying statement must show all information about you and how you meet our requirements, using the job description and person specification will assist you with this (Please provide a day-time contact number on your application form)

You should remember to include information on all your previous employment roles and qualifications gained from secondary school onwards, covering any gaps in employment which are longer than 2 months, detailing what you were doing and how you were supported.

**Teaching staff** roles only are requested to provide results from the last three academic years within the application process.

In the meantime, may we take this opportunity to thank you for your interest in working with us and we look forward to receiving your completed application

The HR Department

If you require this or any of the documents in an alternate format please contact a member of the Human Resources Department.

## **Assistant Exams Officer**

### **Purpose of the post**

To assist the Examinations Manager in the effective administration of all internal and external examinations, with specific responsibility for the administration of aspects of vocational awards administration.

### **Summary of Main Duties and Responsibilities**

#### **Officer Responsibilities:**

- Deputise for the Examinations Manager as required.
- Embed a culture of high performance and service excellence.
- Provide positive and supportive team leadership (as appropriate) and effective communication.
- Regularly review and update policies, procedures and processes to meet College need.
- Share good practice and take a lead on relevant initiatives.
- Work independently with minimal supervision.

#### **Specific responsibilities:**

- Register candidates with the awarding body to deadline.
- Process requests for Access Arrangements with the awarding body to deadline.
- Liaise with the appropriate SLT link for Vocational Courses, to ensure a consistent college approach to the administration of vocational and T Level courses.
- Work with the Student Services team to ensure that students are enrolled onto appropriate qualifications and that withdrawals and transfers are dealt with within specified timescales.
- Liaise with subject staff to determine examination requirements per exam session and to process exam entries to deadline.
- Assist in the accurate inputting of data into the College's Management Information systems relating to registrations, exam entries and student outcomes.
- Assist with the processing of results and the capture of re-sit requests.
- Keep up to date with awarding body regulations and guidance and ensure that communication from exam boards is disseminated to teaching staff to keep them abreast of changes within their curriculum area.
- Process examination paperwork from the awarding body.
- Work with the Exams Manager to incorporate the vocational exam timetable into the master timetable.
- Assist in the preparation of examination rooms, ensuring appropriate information and equipment is available to students and invigilators.
- Maintain appropriate systems to store and distribute exam certificates.
- Maintain accurate and up to date computerised and manual records and appropriate filing systems within the department, in line with GDPR regulations and the data Protection policy.
- Support the Examinations Manager in updating examination policies as required.
- Assisting in the general inputting and administration functions of the Examinations and other College Departments as required.

#### **Requirements of All College Staff:**

- To promote and uphold the College Mission Statement, values and strategic aims and objectives.

- To comply with the College's policies and procedures, including those relating to health and safety, safeguarding, welfare and security.
- To work positively and inclusively with colleagues, students, parents and other partners regardless of their gender, ethnicity, sexuality, age or disability.
- To attend briefings and staff meetings as required.
- To participate in the College's Performance Management Review scheme and undertake professional development and training as required.
- To be a positive role model and take responsibility for promoting good standards of behaviour and conduct in students.
- To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Principal or Deputy Principal or designated alternate.

#### **Relationship to other posts within the College**

**Line Management from:** Examinations Manager

Job Specification Review Cycle	Date	Initials
New post	May 2022	PMY/LDL

## PERSON SPECIFICATION: ADMISSIONS OFFICER

This person specification will be used in shortlisting and interview to select the best candidate. Each applicant should therefore address the person specification in their written application and where appropriate should give examples of how you meet the criteria.

	Essential	Desirable	Method of Assessment
<b>Experience</b>			
Proven record with at least 3 years' experience working in an examinations office	✓		Application/Interview
Experience of administering vocational course registrations and examinations		✓	Application/Interview
Experience processing large quantities of data using an MIS system in a College environment, including ensuring the accuracy of data, resolving discrepancies & maintaining records to track changes to data	✓		Application/Interview
Experience of working within a function which is routinely audited	✓		Application/Interview
Experience of implementing new systems and procedures and training staff		✓	Application/Interview
Experience of working with young people.	✓		Application/Interview
<b>Skills and Knowledge</b>			
Good IT skills with experience in the use of Microsoft Office and/or Google Suite	✓		Application/Interview
Excellent customer service skills and experience in handling a large volume of enquiries in a professional manner	✓		Application/Interview
Excellent administrative and organisational skills	✓		Application/Interview
Ability to understand complex regulations and information, translate it into working procedures and practices and disseminate to others.	✓		Application/Interview
Well-developed written and oral skills.	✓		Application/Interview
<b>Education and Qualifications</b>			
Good Standard of Education	✓		Application
Minimum Level 2 qualification in numeracy and literacy (i.e. GCSE Maths and English at grade c or above) or able to demonstrate level of ability.	✓		Application
<b>Attitude and Personal Qualities</b>			
Accuracy and attention to detail	✓		Application/Interview/References
Ability to work independently and as part of a team	✓		Application/Interview/References
Confidence in your abilities to deal with problems as they arise in a professional manner	✓		Application/Interview/References
Ability to multi-task, work under pressure and meet deadlines	✓		Application/Interview/References
Flexibility in working routines and practices, including willingness to work additional hours at key times (Time off in Lieu will be given)	✓		Application/Interview/References
A proactive approach and willingness to contribute to departmental improvements	✓		Application/Interview/References

Good Interpersonal skills and ability to establish and maintain good working relationships with others	✓		Application/Interview/References
Patience and ability to remain calm in busy and stressful situations	✓		Application/Interview/References
Suitability to work with children	✓		Enhanced DBS clearance/References
Commitment to equality of opportunity and anti-discriminatory practice.	✓		Application/Interview
Sensitivity to community issues	✓		Application/Interview
Empathy with the 16-19 year age group and the provision of a quality service for young people	✓		Application/Interview