

Exams & Management Information Services (MIS) Assistant

APPLICATION PACK



JOB DETAILS HOW TO APPLY



Start Date	As soon as possible after checks
Working Arrangements	Up to Full-time, 37 hours per week. Part time hours may be considered. Full year.
Salary	Point 3 to Point 6 on the NJC Support Staff Pay Scale i.e. £22,312 to £23,162 FTE
Pension Scheme	Local Government Pension Scheme
Contractual Terms	NJC Terms and Conditions for Support Staff in Sixth Form Colleges
Application Deadline	No later than 12pm 03/02/2025
Interviews	Interviews are expected to be held week commencing 10 th February 2025

How to Apply:

Download the application form and complete it electronically (please note we are unable to accept CVs).

Email your application to **hr@priestley.ac.uk** or, if you are unable to complete it electronically, hand it in at our reception or post to: **HR Department, Priestley College, Loushers Lane, Warrington, WA4 6RD.**

Incomplete applications will not be accepted.

It is important you complete all relevant sections of the form accurately. Providing false information is an offence and could result in your application being rejected or, if you are selected, to summary dismissal with the potential for prosecution.

If you require assistance completing your application, or require information in a different format, please email **hr@priestley.ac.uk**

JOB DESCRIPTION



Job Title: Exams & MIS Assistant

Responsible to: Exams & MIS Assistant

Job Description and Purpose:

- This role sits within our Central Services team with particular focus on Exams. These teams are responsible for the management of all exams and assessments across all subjects and levels offered at Priestley College and the administration of our student records database, registers and timetables.
- The purpose of the job is to collect, maintain and provide data for the efficient and effective business functions of the College involving internal and external staff and agencies.

Job Duties and Responsibilities:

Examinations

- Use the student records system to create and manage awarding body registrations and examination entries.
- Communicate clear internal deadlines and processes for information gathering and sharing exam-related information with college staff.
- Support the implementation of examination access arrangements and reasonable adjustments for eligible candidates.
- Assist with exam timetabling.
- Assist with issuing exam timetables and assessments.
- Assist with the secure storage of examination materials the dispatch of examination scripts for marking.
- Support the Examinations Officer with the day to day running of external and internal examinations.
- Assist the Design and Print team with the creation of accurate modified exam papers.
- Assist with the administration of all post-results services including release of results, review of marking and collection of certificates.
- Participate in staff review and professional development activities including internal and external training.
- Participate actively and flexibly in a range of College-wide activities, such as cover/support rotas, enrolment and marketing events and staff and student activities
- Undertake any other duties that may be reasonably required, commensurate with grade and scope of this post and agreed with the relevant line manager.

Management Information Systems (MIS)

- Accurately input student application and enrolment data.
- Maintain up to date electronic records for each student in the student records system.
- Maintain paper filing systems including photocopying, printing and processing forms for signing.
- Assist with the setting up and administration of timetables and registers.
- Support the attendance recording and monitoring processes.
- Assist with correcting data to enable accurate and appropriate data returns.
- Provide support with data requests.
- Provide good customer service by promptly and effectively dealing with enquiries by phone and at reception, including reception cover as required.
- Monitor the MIS/Exams email address and assist in the resolution of queries.

PERSON SPECIFICATION

Exams & MIS Assistant



	Essential	Desirable	Identified by
Relevant Experience:			Application Interview References Certificates
Experience of using Microsoft Office	✓		
Experience of working in a customer service role		✓	
Experience of working in an educational establishment		✓	
Experience of working in an administrative role		✓	
Education and Training:			
Good standard of education (including GCSE Maths and English, minimum Grade C or equivalent)	✓		
First Aid Certificate		✓	
Knowledge and Abilities:			
Ability to prioritise and work to deadlines	✓		
Ability to process information accurately and at a fast pace	✓		
Excellent IT, administrative and organisational skills	✓		
Excellent communication and interpersonal skills	✓		
Ability to work independently and/or as part of a team	✓		
Adaptable with a willingness to help out in other areas of the College as required	✓		
Knowledge of the post 16 qualification sector		✓	
Willingness to become a First Aider if required		✓	
Personal Qualities:			
Flexible approach to work	✓		
Energy and enthusiasm	✓		
Commitment to change and improvement	✓		
Safeguarding:			DBS Certificate
Suitable to work with children and young adults and/or vulnerable adults	✓		
Willingness to apply for an Enhanced Disclosure and Barring Service check or to have a check undertaken against an existing DBS Certificate if registered for the DBS Update Service.	✓		

ADDITIONAL INFORMATION



Safeguarding and Safer Recruitment in Education

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. All policies regarding safeguarding can be found on our website www.priestley.ac.uk

Priestley College uses the Disclosure and Barring Service to assess all applicants and complies fully with the DBS Code of Practice. For more details go to www.gov.uk/government/organisations/disclosure-and-barring-service/about and for information relating to the DBS Update Service visit www.gov.uk/dbs-update-service. We also comply with our obligations under the Data Protection Act 1998.

The successful applicant will be required to obtain an Enhanced DBS certificate for the Child Workforce (which must be shared with the HR Department within 28 days of its issue) or if already registered with the Update Service, provide their original certificate, and their registration number. All information will be treated in the strictest confidence and will not necessarily disqualify a candidate from consideration of appointment.

Equality and Diversity

As an equal opportunities employer we aim to promote and maintain equality of opportunity. We monitor the diversity of applicants and would therefore ask you to support us in completing and returning our Equal Opportunities Monitoring Form. Information will be treated in confidence and will only be used to assist our monitoring process.

Invitation to Interview

Applicants who are shortlisted will be emailed by the HR Department. If you have not been contacted you should assume that unfortunately you have not been shortlisted. Applicants who require any special arrangements or adjustments should contact HR. Applicants declaring a disability will be contacted in order that, wherever possible, appropriate adjustments can be made to support the candidate.

Evidence of Identity

At interview, applicants will be required to produce the following:

Evidence of identity

Current, valid passport

and / or

Current, valid driving licence

and / or

birth certificate (issued at time of birth, full or short form)

Confirmation of address

Bank / building society statement

or a utility bill

(mobile phone bill is not acceptable)

Qualifications relevant to the post (if not provided at interview must be provided prior to taking up an appointment. Failure to do so may result in a job offer being withdrawn).

References (Safeguarding Requirement)

If you are invited to attend an interview, the College will approach your referees prior to interview where possible. One of your nominated referees must be of a professional nature eg. current employer. Referees should not both be from the same employer wherever possible. If you are not currently working with children or young people, but have been employed in such a capacity previously, we require one nominated referee from that employment.

Offer of Appointment

Any offer of employment will be subject to mandatory pre-employment checks including all those outlined above as well as proof of health and physical capacity to undertake the role ie. an occupational role (ie. an occupational health check).

ABOUT PRIESTLEY



Priestley College's mission is to inspire, challenge and support young people to ensure they excel both in learning and in life.

As a founder member of The Challenge Academy Trust, the College is part of TCAT's aim to deliver a cohesive education pathway from primary through to sixth form.

We are a friendly and inclusive college with a consistent record of high achievement, offering around 70 A-Level, Vocational and T-Level courses.

Priestley students have a consistent record of achieving a pass rate of 99% or better in A-Levels and each year around 30 A-Levels see a 100% success rate. Similar accolades are secured in Vocational subjects and in T-Levels.

The quality of education we provide in Science, Technology, Engineering and Maths was recognised when we became the first dedicated sixth form in the country to receive STEM-assured status.

Priestley was one of first colleges in the country to provide T-Levels and we also boast the UK's first dual rugby academy acknowledging the level of coaching received by both girls and boys.

There are now more than 2,000 students at Priestley who learn on a modern campus that we are constantly looking to improve.

Priestley is not a college that stands still. All tutors and staff constantly look for ways to improve in order to make the biggest difference to the highest number of young people.



OUR CAMPUS



Priestley has a welcoming campus similar to one you would find at a university.

- C** CRESCENT BUILDING / MAIN RECEPTION
- P** PRIESTLEY ENTRANCE
- CT** COSTELLO THEATRE
- LRC** LEARNING RESOURCE CENTRE
- LC** LEWIS CARROLL BUILDING
- S** SPORTS CENTRE / ALL WEATHER PITCH

- D** DESIGN CENTRE
- A** ARTS CENTRE
- PA** PERFORMING ARTS
- VB** VIOLA BEACH CAFE



CAMPUS FACILITIES

Crescent Building

The Crescent Building is home to a wide range of subjects, everything from Health and Education to History and Public Services. It is also where you will find the Crescent Café and a Change Please coffee shop with space to relax outside.

Learning Resource Centre

The LRC has recently been refurbished to create some definitive spaces in which to learn including Wellbeing and Careers Hub.

Viola Beach Café & Crescent Café & Coffee Shop

Visit the Viola Beach Café where there is space to relax and where we hold regular open mic sessions. Upstairs is The Mez where we serve Change Please Coffee as well as seating for groups. The Crescent Café provides freshly-prepared food including a salad bar, sandwiches, wraps, soups and other hot meals including breakfast.

Outdoor Spaces

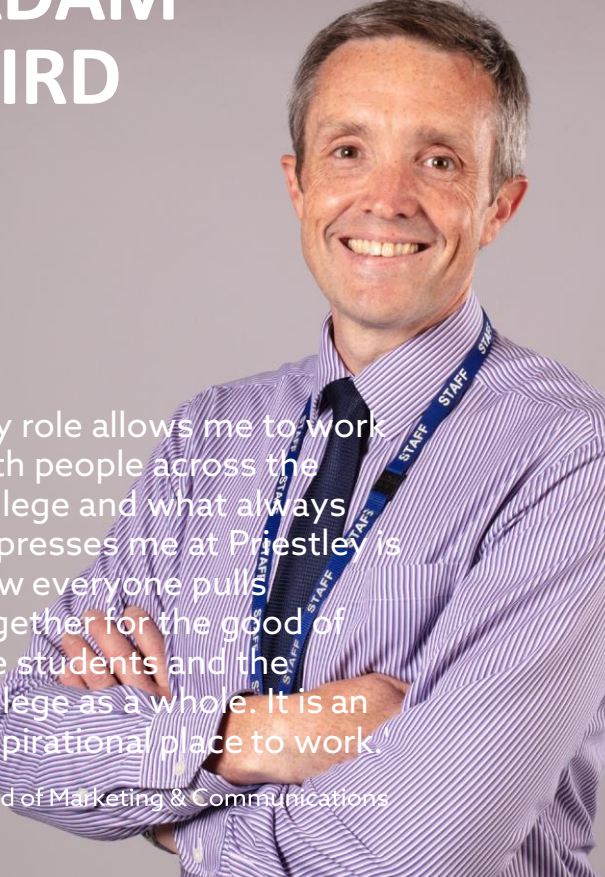
There are several spaces around the campus where you staff/students can relax outside. There is some undercover seating linked to the Crescent Café, a mini outdoor theatre surrounded by greenery that is very relaxing as well as a large space in the centre of campus with benches and tables.



OUR STAFF



ADAM BIRD



'My role allows me to work with people across the college and what always impresses me at Priestley is how everyone pulls together for the good of the students and the college as a whole. It is an inspirational place to work.'

Head of Marketing & Communications

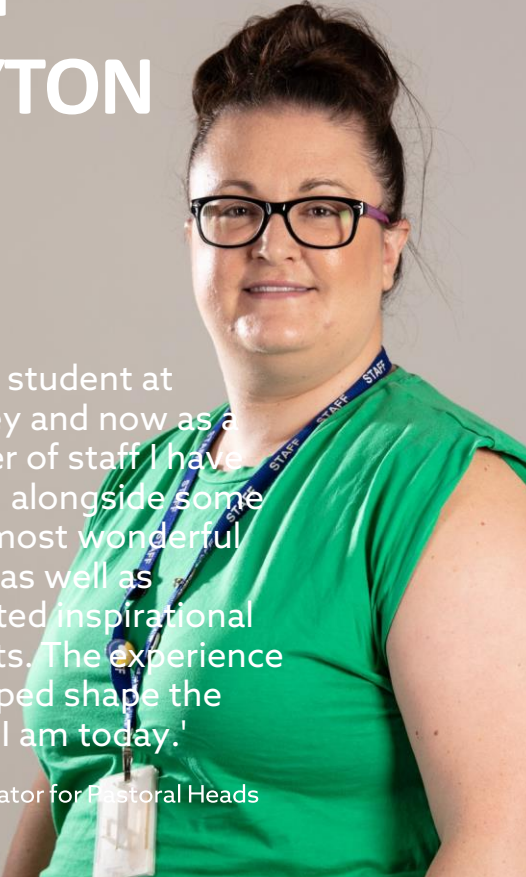
LIBBY HOLT



'Priestley has a real sense of community and shared purpose. The focus is on how we work together, support each other and use our expertise to provide the best experience and opportunities for our students. There is a clear and thoughtful balance between academic rigour and pastoral support that enables students to achieve their potential both here and beyond.'

Head of Faculty
Humanities & Social Science


KIM PAYTON



'I was a student at Priestley and now as a member of staff I have worked alongside some of the most wonderful people as well as supported inspirational students. The experience has helped shape the person I am today.'

Administrator for Pastoral Heads

CHRIS JOHNSON



'I enjoy working at Priestley as teachers can get involved in project posts, allowing you to utilise existing/develop new skills and knowledge, and work with other faculties.'

Teacher of Business Studies

OUR STAFF BENEFITS



There are many additional benefits to working at Priestley College. Below is a summary of some key perks.



Employee Assistance Programme

Access to comprehensive telephone helplines that are available all day, every day offering practical and emotional support including help with bereavement, trauma, relationship issues, stress and family matters. There are many other benefits to this service, which all staff are made aware of when joining Priestley.



Continuous Professional Development Programme

Priestley College runs a number of Continuous Professional Development Days throughout the year and is open to suggestions as to what you would like to learn on these days. Staff can also be supported in additional development outside of these days.



Free eye tests

Staff can apply to be reimbursed for the cost of an eye test where a significant part of their normal work is spent on a visual display unit (VDU) or display screen equipment (DSE).



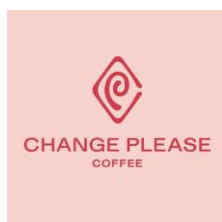
Staff wellbeing activities

There are several wellbeing activities that take place throughout the year as well as fun charity days and social gatherings that bring all staff who want to join in together.



Free parking and cycle storage

Free parking is available at Priestley College and there is a secure cycle storage area on the campus.



Cafes and kitchen

Staff have two cafes from which to choose, but both sell tasty coffee supplied by Change Please. This amazing social enterprise donates its profits to helping the homeless so every time you buy a drink you are making a difference!

TCAT STAFF BENEFITS



As a part of The Challenge Academy Trust, staff at Priestley are also eligible for the following benefits. Scan the QR code to find out more about TCAT's approach to workload, wellbeing and staff benefits.



Continuing Professional Development

Join us at Education Connect to access high-quality CPD that is rooted in the latest research, promotes innovation, and fosters a culture of collaboration.



TCAT Plus (Health and Wellbeing and Staff Discounts)

TCAT Plus is an online hub for all staff that offers wellbeing support and financial discounts at hundreds of big brand online and high street retailers.



Cycle to Work Scheme

Save 23-39% on a new bike for work. TCAT have teamed up with BHN Extras to offer a Cycle to work salary sacrifice scheme.



Smart Tech

A chance to get the latest tech at the best price and spread the payments over your salary, interest-free.



Car Benefit Scheme

A salary sacrifice car lease scheme in partnership with Tusker. Access an electric or hybrid vehicle that will be fully serviced, insured, vehicle tax paid and recovery assistance.



Pension

A career within TCAT will provide you with access to the Teachers Pension or Local Government Pension scheme.



Hub Support Mode

Strength through interdependence and collective accountability in our working practices. Much of this is achieved via our extensive professional hub network.



Workload Strategy

We have carefully examined and implemented the recommendations outlined in the DfE Workload Reduction Toolkit across the Trust. We are committed to aligning and integrating our approach to workload management for all our staff.



Maternity, Paternity, Adoption and Shared Parental leave

Enhanced maternity and adoption pay for eligible employees.



Entitlement to occupational sick pay

Up to six months full pay and six months half pay in the event of being unable to work.



Enhanced annual leave for support staff

8 bank holidays plus up to 31 days annual leave.



PRIESTLEY
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WARRINGTON

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