

POST:	ASSISTANT EXAMS OFFICER & DATA ASSISTANT
SALARY:	SCP7 – 10 (£24,983 - £26,234 FTE (pay award pending))
HOURS:	PART TIME – 37 hours / week, Term time only + 1 week
RESPONSIBLE TO:	EXAMS & DATA OFFICER

Job Outline

To assist with providing organised and clear management of the college's internal and external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies) and/or awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process

Annualised hours. The plus 1 week is to be worked over GCSE and A level results days

Job Description

Purpose of the role

- To assist the Exams Officer in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times
- To assist the Exams Officer in matters relating to the general administration of awarding body examinations and assessments
- To assist the Exams Officer to liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed and key deadlines met
- To assist the Exams Officer by ensuring examinations are conducted in accordance with the regulations
- To assist the Exams Officer through taking an ethical approach and working proactively to avoid malpractice among students and staff, supports the head of centre in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place
- To assist the Exam Officer in the management of internal exams and processing of internal assessment data

General responsibilities

- To build and maintain successful relationships with students, treating them consistently with respect and consideration.
- To encourage and model positive behaviour in line with the college's behaviour policy and demonstrate high expectations of work and behaviour.
- To work as part of a flexible and supportive team to further the ethos of the college
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person

- to contribute to and support the overall aims and ethos of the college.

Person Specification

- A very good standard of education
- An ability to build good working relationships with both students and adults
- Excellent written and spoken communication skills
- Excellent administrative and ICT skills
- Ability to collate and manipulate data using Excel
- Ability to undertake research using the internet and other resources
- Ability to deal with day-to-day issues whilst working on longer term goals
- Ability to problem solve
- Good organisational skills
- Enjoy working with and have an interest in young people
- Ability to work with a minimum of supervision and within a team
- High level organisational skills

A more comprehensive list of job duties will be provided at interview. The list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

September 2024