

NEWHAM COLLEGE LONDON

Job Title	Examinations Officer
Department	MIS
Reports to	Examinations Manager
Contract	36 hours per week, Fixed Term
Location	All sites

Our Vision & Values

“To develop the skills, confidence, and qualifications for local people to lead rich lives and build great careers. “

College Values

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- A** **Ambitious** – We are highly ambitious for our students and staff with a relentless drive for excellence in everything we do.
 - S** **Successful** – We build resilience and determination to achieve great results, celebrating individual and collective success.
 - P** **Professional** – We foster high levels of professional standards, with an emphasis on integrity and accountability.
 - I** **Innovative** – We strive to be at the forefront of innovation for education, skills and employment.
 - R** **Respectful** – We celebrate our inclusive and diverse culture, valuing our students, staff and stakeholders.
 - E** **Engaging** – We are committed to developing partnerships, listening to students, staff and employers to inform our decision making.

Equality of Opportunity

The college has a strong commitment to working towards the implementation of equality of opportunity in both service delivery and employment. The College's mission and strategic objectives directly support this aim. All employees are required to actively support the development, dissemination and implementation of this aim and related policies and programmes.

Safeguarding of Children and Vulnerable Adults

The College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. In addition, they will also state that the College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. All posts in the College are subject to an Enhanced DBS check and barred person's list check.

Job Purpose

To provide administrative lead on all aspects relating to college examination and achievement procedures, including liaison with students, parents, tutors, invigilators, examining bodies and college managers. Act as deputy for the Examinations Manager when required. This includes offsite provision. The ideal candidate will have excellent IT skills and have experience in working within further education.

Key Duties and Responsibilities

1. Responsible for JCQ and all awarding body compliance.
2. Organise and manage examinations, which includes, but is not limited to timetabling examinations with key stakeholders both internal and external.
3. Timetable examinations with key stakeholders both internal and external
4. Support in training and co-ordinating invigilators on an ongoing basis.
5. Organise, manage, and process achievement and completion for a range of awarding bodies.
6. Assist in the continuous improvement of an effective Cross College examination and achievement process.
7. Assist the Examinations Manager in establishing and maintaining examination office and student achievement functions.
8. Assist the Examinations Manager to undertake activities to ensure effective reporting of student achievements and examination results through liaison with staff across all college sites.
9. Make and implement recommendations to ensure a consistent and coherent approach is embedded Cross College.
10. Maintain examination data on the college management information system using examination and awarding body information and undertake data validation activities to ensure accuracy of data.
11. Assist the Examinations Manager to ensure that the student examination database is kept accurate and regularly validated.

12. Maintain a library of examination and awarding body rules, regulations to meet college needs.
13. Process access arrangements for students in liaison with internal and external stakeholders.
14. Receive and process examination entry and registration in accordance with awarding body regulations.
15. Submit examination entries and registrations to awarding bodies at the appropriate time.
16. Receive, check, and submit examination and qualification results.
17. Distribute achievement certificates.
18. Provide assistance to students and college staff on examination regulations and fees.
19. Provide information to the Finance Office for the invoicing of examination fees where required
20. Prepare reports based on student achievements and examinations, to analyse, check, validate and modify data on the college management information system
21. Support cross-college QA activities, including dissemination of good practice.
22. Promote and support the College policies and procedures and ensure compliance in all aspects of the Departments functions.
23. Participating actively in the performance management scheme, agreeing objectives, attending reviews, and undertaking Staff Development as required

Person Specification: Examinations Officer

NB: You will need to demonstrate in your supporting statement how you can meet the criteria listed below.

(E) Essential (D) desirable

Post Designation: Exams Officer	Information available from			
	Application Form	Tests	Interviews	References
<u>1. Education and Training</u>				
(E) GCSE Maths and English (or equivalents) at grade A-C	✓			
(E) NVQ 3 related to duties, or equivalent	✓			
<u>2. Experience</u>				
(E) 2 Years FE experience in Exams & Awarding Bodies.	✓	✓	✓	
(E) Excellent IT skills in MS Office or equivalent	✓	✓	✓	
(E) working with large amounts of data, EDI & A2C	✓		✓	

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(E) Excellent customer care skills	✓		✓		
(D) Experience of working in FE – within Examinations	✓		✓		
(D) Knowledge of the welfare colleges can provide to students and how this is implemented	✓		✓		
(D) Experience of Invigilating Examinations	✓		✓		
<u>3. Communication</u>					
(E) Good telephone manner and able to deal with people of all levels	✓		✓		
(E) Ability to remain calm in pressurised situations	✓		✓		
(E) Ability to deal with students who are in difficult situations	✓		✓		
(E) Ability to embrace change	✓		✓		
<u>4. Disposition / Personal Qualities</u>					
(E) Ability well as part of a team or individually	✓		✓		
(E) Ability to use own initiative	✓		✓		
(E) Attention to detail	✓		✓		

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<p><u>5. Professional Knowledge/Understanding</u></p> <p>(E) Willingness to work in a multi-skilled area and to continue to take on tasks and projects as requested</p> <p>(E) Ability to demonstrate an understanding of equality of opportunity and have practical ideas on how to implement it</p> <p>(D) Knowledge of JCQ guidelines and practices</p>	<p>✓</p> <p>✓</p> <p>✓</p>		<p>✓</p> <p>✓</p> <p>✓</p>		
<p><u>6. Professional Judgement/Decision Making</u></p> <p>(E) Ability to manage own time and work without supervision</p>	<p>✓</p>		<p>✓</p>		
<p><u>7. Circumstances</u></p> <p>(E) Willingness to work evenings & Offsite when necessary</p> <p>(E) Good punctuality and attendance</p>	<p>✓</p> <p>✓</p>				
<p><u>8. Safeguarding</u></p> <p>(E) Understanding of safeguarding Legislation and its application within the educational sector</p> <p>(E) Commitment to safeguarding and promoting the welfare of children and vulnerable adults</p>	<p>✓</p> <p>✓</p>		<p>✓</p> <p>✓</p>		

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<u>9. Equality and Diversity</u>					
(E) An understanding of and commitment to all aspects of Equality and Diversity	✓		✓		

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