



## JOB DESCRIPTION

**Post:** Examinations Assistant

**Responsible to:** Examinations Officer

1 x Full Time, Term Time  
(37 hours per week, 38 Weeks per annum)  
£18,886 - £20,112 pro rata, (£15,969 - £17,005 per annum)

**Salary:** 1 x Part Time, Term Time  
(18.5 Hours per week, 38 Weeks per annum)  
£18,886 - £20,112 pro rata, (£7984 - £8502 per annum)

Scale 3, Point 17 – 20

**Conditions of Service:** Truro & Penwith College Conditions of Service.

**Main Purpose of Job:** To assist with the operational processes involved in the organisation of examination arrangements in accordance with College and external Examining Bodies' policies and guidelines.

To liaise with both day and evening staff to support students.

To assist in various administrative and secretarial tasks as required including dealing with work of a highly confidential nature.

To support other members of the exams team and provide cover in their absence.



**Specific Duties:**

Responsibility for the administration of specific qualifications with awarding bodies.

This will include making examination entries and registrations; collecting payments if required; organising external examinations; despatching results and certificates; liaison with Awarding Bodies; generation and dissemination of information to staff and students; maintenance of appropriate records; production of statistical returns; invoice checking.

Assisting the Exams Officer and other members of the team with various administrative tasks such as bulk mailing at busy times.

The post will be based at the Truro site but occasional cover at the Penwith site may also be required.

Occasional evening duty may be required.

**General Requirements:**

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.



College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.



## **PERSON SPECIFICATION**

### **EXAMINATIONS ASSISTANT**

Ideally, the person appointed will have the following skills and experience:

- Good communication skills.
- A good level of skill in using computer applications.
- A thorough and conscientious approach combined with the ability to work under pressure to meet tight deadlines.
- An ability to work with autonomy while maintaining good working relationships within a team.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.