



JOB DESCRIPTION

Post:	Deputy Exams Officer - Penwith
Responsible to:	Examinations Officer
Salary:	Full Time, 37 Hours per week £26,113 - £27,874 per annum Scale 6 Points 29- 31
Conditions of Service:	Truro & Penwith College Conditions of Service.
Main Purpose of Job:	<p>To deputise for the Exams Officer and provide cover in their absence.</p> <p>To play a key role in operating Penwith College's examination procedures for all full and part-time students in the College.</p> <p>To support the team leader in overseeing and monitoring the day to day activities of the Exams team across Truro and Penwith to ensure the team delivers an outstanding service.</p> <p>To assist with the operational processes involved in the organisation of examination arrangements in accordance with College and external Examining Bodies' policies and guidelines.</p> <p>To undertake day to day supervision of the Penwith Staff and provide advice and support where necessary.</p> <p>To liaise with both day and evening staff to support students.</p> <p>To co-ordinate the activities of the exams administration and invigilation team to ensure that appropriate support is provided for students</p> <p>To assist in the review of examination procedures.</p>



Specific Duties:

To support the Exams officer with administrative tasks of a highly confidential nature as required.

To take responsibility for the administration of examination processes including but not limited to A-Levels.

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

To undertake all examination arrangements in accordance with College and external Examining Body policies and guidelines. This will include:

- Making examination entries (including individual and block entries, registrations, payments and receipts and liaison with examining and validating bodies)
- Organising external examinations (including security of papers, accommodation arrangements, seating layout, appointment and training of Invigilators, conduct during examinations, collection, collation and despatch of scripts and coursework)
- Generating appropriate information (including notification to Candidates of timetables for entry and examinations, notification to Candidates of results, issue of certificates and diplomas, maintaining appropriate records, production of statistical returns as required)
- Liaison with teaching staff on all related issues (including the selection of examination boards, coursework requirements and any required special arrangements)
- Organising internal examinations (including liaison with academic staff over number, duration and production of examination papers required, notification to students via tutors, conduct of examinations, arrangements of invigilation, the collection and distribution of completed scripts and the implementation of student assessment systems)



This will include making examination entries; collecting payments as required; organising external examinations including clashes and seat planning; despatching coursework; despatching results and certificates; liaison with Examining Bodies; generation and dissemination of information to staff and students; maintenance of appropriate records; production of statistical returns; invoice checking.

To co-ordinate operations in the script room

To support other members of the exams team.

Occasional evening duty may be required and extended working hours may also be required during the A-Level examinations series in May/June

The post will be based at the Penwith site but occasional cover and support at the Truro sites may also 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

DEPUTY EXAMS OFFICER

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

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- Strong personal organisational and planning skills with flexibility to manage a number of concurrent activities.
- Excellent oral and written communication skills
- A high level of skill in database applications
- Excellent IT skills, including a high level of proficiency in Access and Excel
- 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
- A proven track record of reliability and maintaining confidentiality
- An ability to take responsibility for several challenging tasks, while remaining calm and coping effectively with a high workload and many priorities and seeing these through to completion within agreed timescales.
- Knowledge of all the relevant legislation that relates to the role for compliance, including data protection.
- Awareness of the current developments in the curriculum and examination systems.
- Awareness of the qualifications contributing to performance tables (school and/or college performance measures).
- Experience of managing student behaviour and resolving parental concerns.
- A demonstrable record of success in previous roles
- High levels of emotional resilience, positivity and drive and able to give clear direction and influence others when needed
- Previous experience of examination administration would be an advantage

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.