



JOB DESCRIPTION

Post:	Examinations Assistant
Responsible to:	Examinations Officer
Salary:	Part Time, 18.5 hours per week £23,492 - £25,580 pro rata (£11,746 - £12,791 per annum) Scale 4, Point 21 – 24
Conditions of Service:	Truro & Penwith College Conditions of Service.
Main Purpose of Job:	<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 exam related administration mainly at Ottery campus, with occasional travel to Penwith when required.</p> <p>To liaise with both day and evening staff including invigilators to support students.</p> <p>To assist in various administrative and secretarial tasks as required including dealing with work of a highly confidential nature.</p> <p>To support other members of the exams team and provide cover in their absence.</p>
Specific Duties:	<p>Administering the qualifications based at Ottery campus, including but not limited to invigilation.</p> <p>Assisting the Exams Officer and deputies with various administrative tasks across all sites.</p> <p>The post will be a hybrid role based at both Truro, Penwith and Ottery campuses.</p> <p>Occasional evening duty may be required.</p>



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 always maintain the highest standards of professional behaviour (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 high 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.