



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Exams Assistant
Sector/Section:	Exams
Grade:	Admin and Support
Directly responsible to:	Exams and Accreditation Manager
Directly responsible for:	

### PURPOSE OF JOB:

- To assist with the administration of exam registrations, entries and awards in accordance with awarding organisation guidelines and regulations.
- To provide front-of-house support for the collection and distribution of results/certificates.
- To support the Exams team with the preparation of exam sessions. To support invigilation and assist with the despatch of exam related materials.

#### MAIN RESPONSIBILITIES AND DUTIES:

1. To assist in the processing of learner entries/registrations for examinations/awards in accordance with the requirements of the College and Awarding Body procedures and regulations ensuring deadlines are achieved.
2. To assist with applications to examination boards for access arrangements for students in accordance with JCQ regulations.
3. To provide accurate information in relation to learner prior attainment.
4. To provide a front-of-house service for the collection of results and certificates.
5. To assist with the scanning and uploading of apprenticeship certificates.
6. To assist in receiving and preparing examination materials and maintain security of handling and storage in accordance with awarding body regulations.
7. To assist in the preparation and distribution of examination timetables to learners and Lecturers.
8. To assist in the distribution and receipt of examination papers and associated materials.
9. To assist with invigilation (paper-based and online) ensuring candidates are informed of the internal and external rules and regulations.
10. To assist in the checking, packing and despatch of examination scripts/coursework in accordance with the appropriate awarding body procedures.
11. To assist in maintaining up-to-date computerised records for individual learner's progress and achievements in accordance with the requirements of:
  - The College Management Information System
  - The Individualised Learner Record
  - The management of the College
12. To assist in investigating outstanding achievements throughout the year to ensure data is up to date and accurate.
13. To source documents as required for audit.
14. To ensure 'Qualifications on Entry' are processed timely and accurately.
15. To actively assist in the maintenance of the examinations archive for past student records and for awarding body confirmation of achievements.
16. To assist in responding efficiently and professionally to enquiries relating to the work of the Exams department from students, staff, management and the public.
17. To undertake all appropriate training and staff developments and attend all meetings relevant to the post and grade.
18. The post holder will be expected to comply with any rules and regulations which the College may from time to time issue to ensure the efficient operation of its business and the welfare and interests of its students and employees.
  1. To actively promote and embed equality and diversity within the College.
  2. To actively contribute to the College's safeguarding children and vulnerable adult agenda.
  3. In carrying out their duties the appointee must:
    - A) Comply with Health and Safety Regulations
    - B) Be aware of the College statement on Health and Safety

## **PHYSICAL CONDITIONS**

### **Place of Work**

The post holder will be based at Deane Road, however due to the nature of the post the post holder may be required to work at any premises at which it may from time to time provide services including all Community locations.

### **Working Hours**

The post holder will be expected to work such hours as are necessary for the proper performance of their duties and responsibilities.

A certain amount of flexibility is therefore required of the post holder, whose work pattern may vary from time to time involving work on an evening or some other time outside the stated pattern as part of the working week. Intended variations to work patterns would be notified as soon as possible. In normal circumstances where you work beyond your contracted number of hours, time off in lieu may be given.

### **Training**

The College wishes to encourage support staff to increase their skills and qualifications, for the benefit of the individual and the College. The post-holder may therefore, at the discretion of management, be required to undertake training and development appropriate to present and future needs of the College.

All staff will be required to participate in an annual staff development review and appraisal.

## **SOCIAL CONDITIONS**

### **Probationary Period**

If the post holder is a new employee to the College, the first 9 months of employment will be a probationary period, during which the suitability of the post holder for the position will be assessed. The College reserves the right to extend the probationary period, if, in its opinion, circumstances so require. During the probationary period, the employment may be terminated either by the post holder or by the College on giving one month's written notice. The College's Disciplinary Procedure will not apply during the probationary period.

In the interests of health and safety, smoking is not permitted in Bolton College.

**Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

**JOB DESCRIPTION PREPARED BY:** Exams and Accreditation Manager

**DATE:** March 2019