**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Examinations Team Manager | Learner Data Management |
| **SALARY** | **BENEFITS** |
| £26,808 to £31,536 per annum, pro rata relating to qualifications and experience | Local Government Pension Scheme  26 days holiday rising to 31 days following 5 years’ service plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Data Manager | Examinations & Assessment Administrator, Examinations & Assessment Officers |
| **KEY TASKS AND RESPONSIBILITIES** | |
| The information below is intended to provide an outline of the workload of the job and its role. The job description outlines the main duties in general terms only and is not intended to be prescriptive. The post holder will be expected to work in a flexible proactive manner to carry out such duties as are necessary and to communicate effectively with work colleagues.  To manage and lead the Exams Team, ensuring that they deliver an outstanding customer-centred service.  To provide leadership and management for a highly efficient and effective examinations service ensuring examination administration, registrations and processing of outcomes in accordance with Awarding Body and JCQ regulations.  To develop, implement and maintain lean and effective processes in order to validate and communicate registration, recording of assessment and results for both internal and external customers.  To ensure that all examinations-related data is recorded and maintained in the College’s management information system in an accurate, secure and timely manner and support with producing operational information.  To develop collaborative relationships with cross-College teams and colleagues whilst delivering a professional customer-centred examinations service. | |
| **DUTIES - specific** | |
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| |  | | --- | | To liaise with other College Teams and External Exam Awarding Bodies regarding examination papers, ensuring security at all times during assessments.  To liaise with the Inclusive Learning Team to ensure all exam access arrangements and requirements are met for both HE and FE students.  To receive completed examination papers and despatch them to the exam board with the correct documentation immediately.  To oversee the Exams Team and attend assessment boards as required to track achievement administration and to monitor the procedure.  To provide documentary evidence for college audits.  To assist in the production of an annual Self-Assessment Report.  **GENERAL** | | To ensure that you and the Exams Team:   * Provide a highly efficient and effective examinations service ensuring examination administration, registrations and processing of outcomes in accordance with Awarding Body and JCQ regulations and customer requirements. | | * Maintain lean and effective processes in order to validate and communicate registration, recording of assessment and results for both internal and external customers. | |  | | * Process electronic data and interchange (EDI) files between the College and participating Awarding Bodies. | |  | | * Enter achievements into the College’s student records database. | |  | | * Scrutinise and reconcile Awarding Body Invoices in order to control costs. | |  | | * Work with colleagues in all Teams to ensure that there is a smooth and timely exchange of information. | |  | | * Ensure the student records database is accurate and complete. | |  | | * Assist in enrolment at peak times of the year. | |  | | * Liaise with the ILR & Data Validation Teams to ensure that ILR achievement results are complete and available for all data returns and audit visits. * Comply with the principles of Data Protection in relation to the sharing of personal data. | |  | | **REPORTING**  To ensure that you and the Exams Team report results to the examination Awarding Bodies accurately and promptly. | |  | | **RECORDING**  To ensure that you and the Exams Team:   * Ensure that all examinations-related data is recorded and maintained in the College’s management information system in an accurate, secure and timely manner and support with producing operational information. | |  | | * Ensure that student records are updated with achievements as soon as results become available and ensure timely processing of certificates. | |  | | * Ensure paper-based exam registration documentation filing system is always up to date. | |  | | **EXAMINATIONS**  To ensure that you and the Exams Team:   * liaise with Awarding Bodies. | |  | | * liaise with Curriculum Administrators ensuring all student records are up to date and accurate on the student records database. | |  | | * comply with examination board regulations and keep up to date with new developments. | |  | | * monitor and produce documentation for student re-assessment charges. | |  | | * co-ordinate and set up of all examinations including the production of exam timetables and the arrangement of appropriate and compliant invigilation for each exam. * Supervise, invigilate and manage individual exams. * ensure the security, collation, distribution and tracking of examination scripts as per JCQ, and awarding organisations regulations and any other policies and procedures. * ensure exam access arrangements and requirements are met for all students. | |  | | |

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| **DUTIES - general** |
| Whilst this post is located in a specific area, the postholder, in order to meet the needs of the business, may be required to move across the structure and undertake other tasks. |
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| You will be a role model and promote the College values:   * **Learning** - Our delivery will be high quality and innovative with students at the heart of decision making. * **People** - We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork. * **Sustainability** - We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study. * **FREDIE** - We will advance **FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do. |
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| Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos. |
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| Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved. |
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| Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices. |
| Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses. |
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| Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility.  Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team (A/I)  Ability to work to quality standards (A/I)  Good command of the English language (A/I)  Appropriate level of physical and mental fitness (PI) |  |
| ***Attainments*** | |
| Educated to ‘A’ level standard or equivalent. (A)  Microsoft Word and Excel.(A/I)  Relevant office experience. (A/I)  GCSE, or equivalent, English & Maths grade 4/C or above (A/I)  Experience of using Databases (A)  Experience of working in an Examinations team (A) | Degree (A)  Knowledge of Higher Education establishment and procedures. (A)  Knowledge of College computerised systems. (A) |
| ***General Intelligence*** | |
| Logical thinker and good problem solving skills. Methodical working practices.(A/I)  Ability to use initiative.(A/I)  Capable of working with minimal supervision. (A/I) | Good understanding of the education system. (A) |
| ***Special Aptitudes*** | |
| Good interpersonal/ communication skills with all levels of staff. (A/I)  Ability to undertake multiple tasks working to deadlines. (A/I)  Attention to detail. (A/I) | Ability to work with a wide range of College staff in the development of validation and approval documents. (A) |
| ***Interests*** | |
| Interest in the work of students and ways in which College administration can improve the student experience. (A) | Empathy with education (A/I) |
| ***Disposition*** | |
| Good interpersonal skills. (I)  Good communication skills. (I)  Friendly and approachable. (I)  Person centred approach. (I)  Ability to work under pressure. (I)  Able to use own initiative. (I)  Team player. (I) |  |
| ***General*** | |
| An understanding of “safeguarding” and its importance within the College \* (A/I)  An understanding of health and safety requirements of a working environment (A/I)  An understanding of Equality, Diversity and Inclusion issues within an educational context (A/I) |  |
| ***Circumstances*** | |
| Willing to apply for Disclosure & Barring Service clearance at Enhanced level (important – further information below).  (A/I)  Ability and willingness to work flexibly (I)  Possess a current driving licence or willing to travel as required by other means (A/I) |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Examinations & Assessments Team Supervisor | Learner Data Management |
| **SALARY** | HOURS OF WORK |
| £26,808 to £31,536 per annum, pro rata relating to qualifications and experience | 37 hours per week |
| ANNUAL LEAVE ENTITLEMENT | PENSION (FINAL SALARY) |
| 26 days holiday, pro rata, rising to 31 days following 5 years’ service plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal | Local Government Pension Scheme  Up to £15,000 pa 5.5% Employee  £15,001 to £23,600 pa 5.8% Employee  £23,601 to £38,300 pa 6.5% Employee  £38,301 to £48,500 pa 6.8% Employee  £48,501 to £67,900 pa 8.5% Employee  £67,901 to £96,200 pa 9.9% Employee  £96,201 to £113,400 pa 10.5% Employee  £113,401 to £170,100 pa 11.4% Employee  £170,001 or more pa 12.5% Employee  17.4% Employer  You will automatically become a member of the LGPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of six months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme.    Should your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.    Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £38.00 for an enhanced level check). | |
| **COLLEGE VALUES** | |
| Promote the College values:   * Respect for yourself, each other and the environment * Welcoming, honest and open * Safe and supportive culture * Inspiring learners and staff * Positive and dynamic attitude | |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| WHAT YOU GET | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |