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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Exams Officer

**Department:** Quality Division

**Hours:** 37 hours per week. Weekend and evening working may be required when business needs demand.

**Responsible to:** Quality Improvement & Exams Manager

**Reports:** n/a

**Salary / Scale:** Support Spine - Band 7/8 (£24,378.00 - £26,601.00 per annum and £27,370.00 – £29,979.00 per annum)

**Date of Issue:** April, 2025

**Organisation Chart:**

Quality Improvement & Exams Manager

Exams Officer

Exams Administrators

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1. **Aims and Purpose of the Post**
   1. The co-ordination of all communications with the Awarding Organisations (AO), Joint Council for Qualifications (JCQ), the A2C Project within the Exam Sector, Ofqual, the Standards and Testing Agency and Department for Education (DfE)
   2. The maintenance of records to track student achievements via electronic systems.
   3. Oversee the arrangements for planning and coordination of formal examinations, online and paper-based across the College.
   4. The day-to-day oversight of the examinations budget in conjunction with the Quality Improvement & Exams Manager
2. **Specific Responsibilities**

2.1 To ensure that all students/customers are registered for their appropriate course (qualification), entered for the appropriate external examinations and online tests and certificates claimed when required.

2.2 To take the lead on liaison with Curriculum Administrators to ensure that Course Managers communicate with the Exams office in a timely and organised manner.

* 1. To ensure that all communications with the Awarding Organisations (AO) are accurate, timely, and comply with their requirements.
  2. To ensure that accurate records of registrations and entries are kept and that the College

MIS (Unit-e) is completed accurately to record student registrations, entries and achievement.

2.6 To report any non-compliance to the Quality Improvement & Exams Manager

2.7 To plan, design and execute an effective plan, in association with the Quality & Exams Manager, to ensure all formal examinations, including on-line tests, take place and to ensure that invigilators are appointed to JCQ standards and conditions.

2.8 To monitor the security of written papers to meet Awarding Organisation (AO) requirements.

2.9 To ensure that all certificates are claimed at the earliest opportunity, scanned copies kept on file, and originals forwarded to the students concerned.

2.10 To ensure that College Certificates are produced in a timely manner and to the standards required.

2.11 To check awarding body invoices against commitments and ensure accurate records of commitments are maintained.

2.12 To monitor communications from Ofqual and the Awarding Organisations to ensure that the College maintains its centre accreditation for each qualification offered.

2.13 To assist the Quality & Exams Manager to gain centre accreditation for new qualifications to be offered.

2.14 To liaise with Academy Manager to ensure that examinations taking place at the other Moulton College locations comply with College procedures, as well as the stringent Awarding Organisation regulations.

2.15 To oversee the training and appointment of new invigilators in conjunction with the Quality Improvement & Exams Manager as required. Also to undertake refresher training with existing invigilators each year.

2.16 To provide statistics on examination entries and results for the Quality Improvement & Exams Manager and wider College management as appropriate.

2.17 To promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times. Liaise with Learner Support staff in providing Access Arrangements.

2.18 To ensure that all learners, customers and clients receive exemplary service and attention at all times.

2.19 To ensure that all Health and Safety legislation and good working practice is observed, including the completion of and adherence to risk assessments, COSHH assessments and Accident reports.

* 1. To attend College Open Days and other Public Events.
  2. To promote and adhere to the College’s Safeguarding Policies and Procedures.
  3. To promote and adhere to the College’s Health & Safety Policies and Procedures.
  4. To manage student conduct in accordance with College policies.
  5. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
  6. The active promotion of and commitment to best practice in equity, diversity & inclusion.
  7. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
  8. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or school other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan\*

33 days holiday (inc bank/public holidays)\*\* Enhanced Maternity & Paternity Benefits\*

Discounted On-site Gym Membership available Free on-site parking

Cycle to Work Scheme\* 10% discount on College courses

High Street Discounts Wellbeing programme

Opportunity for an annual Volunteering day Subsidised catering

(\* Subject to conditions / \*\* Pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed (Employee);……………………………… Date;………………………………

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| **POSITIVELY PROMOTING EQUITY, DIVERSITY & INCLUSION** |

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| **Person Specification – Exams Officer** |

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|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level or equivalent |  | X |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| Commitment to and evidence of CPD | X |  |
| Graduate (or equivalent professional qualification) in relevant subject area e.g. Business Administration |  | X |
| Relevant Administration qualification |  | X |
| **Experience & knowledge** |  |  |
| Competent user of Microsoft Office. You will also be able to manipulate data into a presentable format. | X |  |
| Previous experience of Unit-e |  | X |
| Previous experience of working in an Examination environment | X |  |
| Previous experience of working in a professional office environment. | X |  |
| Experience of working with Awarding Organisations | X |  |
| 2 years’ experience in a similar role and/or in an educational setting would be advantageous. |  | X |
| Experience of working in a busy, customer focused environment |  | X |
| Experience of a client facing role (face to face contact) |  | X |
| Attendance at large scale corporate events |  | X |
| **Personal Attributes** |  |  |
| You will have excellent attention to detail with outstanding organisational skills. | X |  |
| Able to work under pressure, on own initiative or as a member of a team | X |  |
| Flexible attitude to work, working hours and change | X |  |
| Able to adapt to change and to undertake new challenges | X |  |
| Willing to train and keep skills updated | X |  |
| Excellent telephone manner | X |  |
| Excellent communication skills (verbal and written) | X |  |
| Ability to/experience of championing a brand. | X |  |
| Commitment to equality and diversity initiatives | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Ability to display awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas and Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas and Immigration Service Website