

 <b>Richmond and Hillcroft Adult Community College</b>	<b>JOB DESCRIPTION/ PERSON SPECIFICATION</b>
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<b>POST</b>	Exams Manager
<b>DEPARTMENT</b>	MIS & Exams
<b>GRADE</b>	Scale 3 £35,846 to £40,330
<b>REPORTS TO</b>	Head of MIS & Funding
<b>DIRECT REPORTS</b>	Exams Assistants & Invigilators
<b>WORKING PATTERN</b>	Full time, with occasional evenings and weekends with TOIL

#### JOB PURPOSE

- To provide a responsive and pro-active cross-college Exams service, delivering an effective administration and examination process for all RHACC students.
- To manage and develop the Exams Team, reviewing service delivery, developing and sharing good practice, and raising service standards.
- To work closely and effectively with managers across the college, curriculum staff, learners and Exam Boards.

#### MAIN DUTIES AND RESPONSIBILITIES

- Working with the Head of MIS and Funding to manage the College examination and registration processes, ensuring accurate and efficient flow of entries, registration and results.
- To keep up to date with awarding body regulations, policies and procedures so that the College policy reflects current practice and to disseminate such information as appropriate.
- To liaise with the Additional Learning Support Coordinator and other staff as appropriate to ensure that applications for access arrangements are made according to awarding bodies regulations in advance of deadlines and maintain all relevant documentation on access arrangements.
- To maintain accurate records of all examinations, including seating plans and registers, according to awarding body regulations.
- To claim examination certificates, make arrangements for their storage and issue to learners.
- To compile the annual timetable of registrations and exams for the College, liaising with Curriculum staff as required to ensure internal and external deadlines are met.
- To plan the annual workflow associated with enrolments, funding returns and examinations, working to ensure service standards are met.
- To meet with academic management and provide them with detailed information on e.g. existing and new examinations and learner data requirements.
- To lead on the administering of all aspects of examinations e.g. organising invigilation, room booking, payment of invoices, ensuring the security of exam papers and that all exams are conducted in accordance with regulations for Awarding Bodies and JCQ.
- To ensure that examination paper / scripts are sent to Exam Boards promptly, securely and according to relevant Board regulations.
- To accurately maintain records of examination results and provide reports to managers as required.
- To line manage, as directed by the Head of MIS and Funding, the Exams Assistants, directly supervising their day-to-day work, building their skills and capabilities and carrying out performance appraisals.

**General Duties:**

- Be familiar with the College's Policies and Procedures to ensure correct application at all times.
- To commit to ongoing professional development by undertaking job-related training.
- To contribute to the planning and development of the service as a member of the team.
- To have a duty of care to yourself and others regarding Health and Safety issues and ensure that the College's Health & Safety Policies and Procedures are implemented.
- To actively promote the College's Equality & Diversity policy, encouraging staff awareness and participation in all areas.
- To actively promote the College's safeguarding policy and be aware of your responsibilities to report concerns.
- To carry out duties pertinent to the scope of the post as directed by the Principal or other senior managers of the College.

*The above are the key accountabilities as currently defined; they are not listed in priority order and should not be taken to be so. These accountabilities may be subject to periodic review, and the post holder will be expected to take on such variations as are consistent with the level of responsibility and purpose of the post.*

<b>PERSON SPECIFICATION</b>
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The successful candidate will fulfil the following essential requirements and will also ideally hold the desirable attributes.

		ESSENTIAL	DESIRABLE	LIKELY TO BE ASSESSED BY: I – Interview AF – Application form T – Task
1	Understanding of and commitment to Equality and Diversity, Safeguarding and Health and Safety good practice.	✓		I
2	Proficient in Microsoft Office including Word and Excel	✓		AF & T
3	Experience of working within an Examinations team, with ability to maintain, implement, and interpret for others up-to-date knowledge of Awarding Body regulations.	✓		AF
4	Ability to establish, maintain and update record keeping systems and produce routine reports and summaries.	✓		I
5	Excellent organisational skills, keen attention to detail and able to demonstrate a systematic approach to tasks to meet required deadlines.	✓		I & T
6	Ability to communicate effectively at all levels within the College and with Awarding Bodies.	✓		I
7	Experience of staff management, to include performance management, motivation, engagement and development.	✓		AF, I
<b>QUALIFICATIONS</b>				
9	Minimum Level 2 in English and Maths	✓		AF