

 <b>Richmond and Hillcroft Adult Community College</b>	<b>JOB DESCRIPTION/ PERSON SPECIFICATION</b>
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<b>POST</b>	Exams Assistant
<b>DEPARTMENT</b>	Exams
<b>GRADE</b>	Scale 1
<b>REPORTS TO</b>	Exams Manager
<b>DIRECT REPORTS</b>	None
<b>WORKING PATTERN</b>	36 hours per week (occasional Saturdays and evenings)

### **JOB PURPOSE**

- To provide administrative support for exams and exams data management. To support the integrity of learner data in exams by implementing College policies and procedures.

### **MAIN DUTIES AND RESPONSIBILITIES**

- To assist with the administration required for all college examinations and assessments.
- To assist in forwarding completed examination papers to examining boards and notify learners and staff of results
- To assist with storage, distribution and security of college and learner information e.g. examination papers, certificates, course work and non-examination assessments.
- To assist with accuracy and timeliness of exam learner data on college information systems e.g. maintaining internal tracking systems enabling both College staff and outside bodies to have accurate and up to date information at all times
- To record data promptly and support the accurate maintenance of learner records on the College Information Systems to include e.g. registration, achievement and completion details in liaison with other teams across the College.
- To ensure learners are enrolled for the appropriate qualification in a timely fashion
- To assist in the timetabling, rooming and arrangements for invigilation of exams and the maintenance of a calendar of key dates
- To assist in any internal and external auditing of learner data held by the College
- To carry out a range of general administrative tasks including e.g. answering queries, photocopying, filing and archiving
- To assist in the enrolment of learners as required
- To liaise with colleagues across the College on a range of issues including to ensure learner data is up to date and accurate
- To liaise closely with a range of RHACC departments to ensure that there is a two-way flow of information with colleagues and a mutual understanding of relevant systems and processes

#### **General Duties:**

- 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.*

## PERSON SPECIFICATION

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
	<b>KNOWLEDGE</b>			
1	Commitment to Equality and Diversity, Safeguarding and Health and Safety	✓		I
2	Knowledge of office administration including the effective maintenance of paper and electronic filing systems.	✓		AF, I & T
3	Knowledge of examinations procedures and practices.		✓	AF & I
	<b>ABILITIES/SKILLS/EXPERIENCE</b>			
4.	Proven computer literacy in using standard office software applications such as Microsoft Office Suite especially Outlook, Word and Excel and confidence in using the Internet to research information	✓		I & T
5	A good standard of written English and confident and effective oral communication skills.	✓		AF, I & T
6	The ability to work effectively as part of a team, share tasks and responsibilities with other members of the team and work on own initiative.	✓		I
7	Experience in maintaining large volumes of data accurately		✓	I & T
8	The ability to collate and summarise numerical data and present it in an easily comprehensible form.		✓	I & T
9	Experience of liaising with a range of staff across an organisation		✓	AF & I
10	Experience of administrative and office work whether in the public, private or voluntary sector.	✓		AF & I
11	Excellent time management skills and the ability to organise and prioritise work demands to meet tight deadlines whilst maintaining accuracy.	✓		AF, I & T
	<b>QUALIFICATION</b>			
12	Qualified to at least GCSE (level 2) in English and Maths or equivalent vocational qualifications.	✓		AF