

Vision Business Support Services is a subsidiary company of West Nottinghamshire College.

Examinations Officer

Full-time 37 hours per week, permanent contract

Ref: VBSS21.85

1. The Appointment

In the role of Examinations Officer you will be required to demonstrate a high level of initiative and autonomy as part of the Quality and Standards Team. The primary focus of the role is on providing a professional and customer-focused service to other college departments and external parties. The main body of your responsibility will be in managing examination events and associated activities and the logging of achievements. Part of the role involves extracting and analysing data held in the college's learner records system which may be used to support management decisions.

It is imperative that you possess good interpersonal and communication skills and be confident in dealing with people at all levels. You will demonstrate the ability to work to tight deadlines with high levels of accuracy.

You will be expected to embrace and embed the college's values; **Respect, Integrity, Collaboration, High Expectations and Responsibility.**

2. The Post

2.1 Main Duties and Responsibilities

- a) To plan and manage examination events including;
 - Engaging the services of and supervising invigilators
 - Organising venues and their set-ups
 - Maintaining examination paper security
 - Notifying learners about examination related events
 - Helping invigilators start the examinations
 - Ensuring that access arrangements are in place where relevant
 - Co-ordinating solutions to issues that arise during the events
- b) To represent the college, own and manage the relationship with nominated Awarding Bodies.
- c) To keep up to date with and advise Schools of Learning of Awarding Bodies' registration and certification requirements.
- d) To co-ordinate individual examination submissions by agreed deadlines.
- e) To co-ordinate the receipt and dispatch of examination papers.

- f) To validate and reconcile invoices for examination entry and registration fees.
- g) To liaise with staff and learners regarding learning and qualification aim records.
- h) To maintain all necessary documentation, files and records.
- i) To enter data into and extract data from, the college information systems accurately and efficiently.
- j) To maintain the strictest confidentiality, security of information and discretion at all times.
- k) To participate in staff development activities and meetings as required.

2.2 Other Responsibilities

- a) To uphold and promote all company policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend training as requested.
- b) To comply with all college standards and expectations, including college learner procedures and practices and safeguarding policy and practices.
- c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
- d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
- e) To present and promote an appropriate public image in representing the college group and its subsidiaries.
- f) To undertake any other duties as may reasonably be required commensurate with the post.

3. Skills, Qualities & Knowledge

| | Essential | Desirable |
|--|-----------|-----------|
| Qualifications: | | |
| Maths to at least level 2 | ✓ | |
| English to at least level 2 | ✓ | |
| IT qualification to at least Level 2 | ✓ | |
| Experience | | |
| Data input and extraction from databases | ✓ | |
| Work in a busy office environment | ✓ | |
| Co-ordinating 3 rd parties | ✓ | |
| Skills /Knowledge | | |
| Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding and DBS compliance | ✓ | |
| Listening and questioning skills | ✓ | |
| Ability to meet deadlines | ✓ | |
| Excellent communication and interpersonal skills | ✓ | |

| | Essential | Desirable |
|---|-----------|-----------|
| Ability to build positive relationships | ✓ | |
| Accuracy and attention to detail | ✓ | |
| Good analytical skills | ✓ | |
| Good literacy skills | ✓ | |
| Good Keyboard skills | ✓ | |
| Qualities/Approach linked to college values | | |
| A positive and proactive approach to working as part of a team | ✓ | |
| A helpful and adaptable disposition | ✓ | |
| Excellent communication skills | ✓ | |
| Demonstrate a positive approach to equality and diversity and customer service | ✓ | |
| Demonstrate an ability to take responsibility for own and others Health and Safety at work | ✓ | |
| Demonstrate a commitment to safeguarding and promoting student welfare | ✓ | |
| Excellent communication skills | ✓ | |
| Flexible and professional approach | ✓ | |
| Ability to work as part of a team to achieve common objectives | ✓ | |
| Demonstrate that you take responsibility and ownership, e.g. meeting deadlines, sharing practice, following organisational procedures, challenge processes that don't work for customers. | ✓ | |

4. Position within the College

The post-holder will be part of the Examinations Team, Quality & Standards Department and will report directly to the Team Leader: Examinations.

5. Terms & Conditions

- a) The post is offered on a Vision Business Support Services contract.
- b) The salary will be Band 4, £19,580 per annum. This is a spot salary.
- c) You will be required to work 37 hours per week on a flexible basis.
- d) You will be entitled to 25 days annual leave, pro rata, per annum plus bank holidays and up to 4 concessionary days.
- e) The post holder may be located at any West Nottinghamshire College Group site and may be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

6. The Application

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5.00pm** on **Thursday 4th November 2021**.

www.wnc.ac.uk/vacancies

THE COLLEGE GROUP PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.

The college group is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts may be subject to DBS check. The successful candidate will be required to pay for the DBS check themselves; the cost will automatically be deducted from their first salary payment. This is currently £46.50.