

Organisation:	Leeds City College
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	MIS/Exams
Core Job Role:	n/a
Job Title:	Examinations Co-ordinator
Reports to:	Head of Exams/Head of Campus
Grade	Support D (SO1)
Date of compilation:	Aug 2018

CORE RESPONSIBILITIES:

1. To manage an efficient and compliant exams service including systems and processes that ensures effective registering, timetabling and secure running of examinations; secure despatch of examination papers, student's certificates and requests for remarks and script.
2. Take the lead for ensuring the responsibility for entire campus examinations programme.
3. Responsible for the line management of the Exams Officer and Exam Administrators.
4. Responsible for the coordination of community site exam processes.
5. Responsibility for auditing compliance of JCQ regulation in regards to examinations.
6. Deal with exam inspectors and their requirements as appropriate.
7. Utilising Proachieve and Prosolution to ensure that all achievements are captured and recorded accurately and timely.
8. Responsibility for the timetabling of all GCSE and GCE exams (if appropriate to campus). This will include identifying students with clashes which will require additional timetabling and accommodation whilst liaising with Schools and Departments to put in place all arrangements for the smooth running of the examinations.
9. Take the lead in responding to issues with exam boards, staff and students on issues such as special arrangements, registration / certification queries.
10. Lead on dealing with the additional issues to students requiring special arrangements. This will require liaising with exam boards about extra time, readers, amanuenses and co-ordinating the related issues such as extra accommodation.
11. Ensure the maximisation of achievements for funding and statistical purposes

12. Responsibility for training new and returning staff in exams systems and procedures, supporting and training where appropriate School Administration staff in Examination related subjects and ensuring that all invigilators are appropriately trained and that training records are accurately kept in accordance with JCQ requirements.
13. Responsible for day to day charges/recharges from Awarding Bodies in conjunction with Schools and Departments
14. Co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in College staff review and development schemes

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Job Title:	Examinations Co-ordinator
Department	MIS/Exams

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it is an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications & Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. A Level 3 qualification or equivalent	A/ C
E	Q2. English and Mathematics at Level 2 or above and a willingness to improve in 1 or both disciplines to level 3 or above.	A / C
D	Q3. Level 4 Management/ Supervisory qualification or working towards.	A/ C
D	Q4. IT Qualification, or the ability to demonstrate experience/knowledge of a range of IT software	A / C
Experience & Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Administrative experience preferably within examinations	A/I
E	EK2. Supervising/coordinating staff	A/I
E	EK3. Good organisational skills	A/I
D	EK4. Experience of DfE performance tables, ProAchieve and/or QARs.	A/I

D	EK5. Experience of Prosolution or other student record systems.	A/I
E	EK6. Ability to deal with problems and take responsibility	I
E	EK7. Operating within a matrix management system.	A/I
E	EK8. Committed to the highest level of customer service	I
Skills & Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. High standard of computer literacy including spreadsheets	A/I
E	SC2. Enhanced communication and interpersonal skills	A/I
E	SC3. Able to work on own initiative	A/I
E	SC4. Ability to prioritise tasks and delegate	A/I
E	SC5. Attention to detail	A/I
E	SC6. Ability to work under pressure and meet deadlines	A/I
E	SC7. Ability to manage and motivate staff	A/I
E	SC8. Ability to communicate with staff at all levels in the college	A/I
Behavioural, Values & Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Support and promotion of equality, diversity and inclusion	I
E	Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	Commitment to the PREVENT agenda	I
E	Commitment to professional standards	I
E	Commitment to restorative practice approaches	I