

Job Description

Group Member:		Leeds City College	
Job Title:		Exams Coordinator	
Reports to:		Deputy Head of Exams and Assurance	
Job Grade	LEG D	Department	MIS/EXAMS

ROLE SUMMARY:

The post holder will report directly to the Deputy Head of Exams and Assurance and will be responsible for managing an efficient and compliant exams service for the campus and community sites.

SPECIFIC ROLE 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 certificates and requests for remarks and scripts.
2. Ensuring that students are registered, certificated and achieved to meet awarding body and college deadlines thus ensuring maximum achievement rates and supporting student progression.

CORE RESPONSIBILITIES:

1. Take the lead and be responsible for ensuring that exams and external assessment run smoothly and in line with JCQ and awarding body regulations and guidance for the entire campus examinations programme and community sites.
2. Line management responsibility of exam administrators and exam liaison officer.
3. Responsible for the coordination of community site exam processes.
4. Responsibility for auditing compliance of JCQ regulation in regards to examinations.
5. Deal with exam inspectors and their requirements as appropriate.
6. Utilising Proachieve and Prosolution to ensure that all achievements are captured and recorded accurately and timely.
7. Responsibility for the timetabling of all GCSE and GCE exams (if appropriate to campus).
8. Take the lead in responding to issues with exam boards, staff and students on issues such as special arrangements, registration/certification queries.
9. Lead on dealing with issues relating to students requiring exam access arrangements.
10. Ensure the maximisation of achievements for funding and statistical purposes.
11. Responsibility for training new and returning staff in exams systems and procedures.
12. Responsible for day-to-day charges/recharges from Awarding Bodies in conjunction with

Schools and Departments.

13. Any other duties specific to the department.

14. Assistance in the preparation, support and participation of examinations and invigilation across the Group.

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 relational 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 the group's values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership

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

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Passion

Encouraging all to have aspiration and passion in everything they do.

Creative

Always hungry to learn and looking ahead so we can be responsive

Person Specification

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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 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 and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Full Level 3 qualification	A / C
E	Q2. English and Mathematics at Level 2 or above	A / C
D	Q3. Level 4 Management/Supervisory qualification or working towards	A / C / I
D	Q4. IT qualification or relevant IT experience	A / C / I

Experience and 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 / T
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	A / I / T
E	EK7. Operating within a matrix management system	A / I
E	EK8. Committed to the highest level of customer service	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E or D	SC1. High standard of computer literacy including spreadsheets	A / I / T
E or D	SC2. Enhanced communication and interpersonal skills	A / I
E or D	SC3. Able to work on own initiative	A / I
E or D	SC4. Ability to prioritise tasks and delegate	A / I / T
E or D	SC5. Attention to detail	A / I / T
E or D	SC6. Ability to work under pressure and meet deadlines	A / I
E or D	SC7. Ability to manage and motivate staff	A / I
E or D	SC8. Ability to communicate with staff at all levels in the college	A / I

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment

E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I