

<b>Organisation:</b>	Luminate Education Group
<b>Primary Organisation Supported</b> <i>(only use this field for LEG service member of staff)</i>	Leeds Conservatoire
<b>Core Job Role:</b>	n/a
<b>Job Title:</b>	Assessments and Awards Administrator
<b>Reports to:</b>	Senior Examinations and Awards Officer
<b>Grade</b>	B
<b>Date of compilation:</b>	05/04/24

### ROLE SUMMARY:

The Assessment and Awards Administrator will provide support for the 'on-programme' assessments relating to higher education at Leeds Conservatoire and/or University Centre Leeds.

The post holder will work alongside others to support the programme of assessments, progression and awards, mitigating circumstances, reasonable adjustments and provide secretarial duties for the programme of boards that sit relating to Assessments and Awards.

### SPECIFIC ROLE RESPONSIBILITIES:

1. Assist the Senior Assessments and Awards Administrator with the administration of Leeds Conservatoire's processes for student assessment, progression and award.
2. To support the processing of applications for Mitigating Circumstances, ensuring that all applications are processed and outcomes communicated to students in line with Leeds Conservatoire's policy and procedures, and to act as Secretary to the Mitigating Circumstances Sub-committee
3. To be responsible for the implementation of any reasonable adjustments that need to be applied to assessments as recommended by the Disability Team, and to record them on the VLE where necessary (eg extensions to submission deadlines)
4. To provide advice and guidance to students and curriculum staff regarding the organisation and conduct of assessments. To maintain assessment and progression information and guidance on the Leeds Conservatoire VLE.
5. To organise and support assessments that take place outside the main assessment periods, for example in-class assessments, assessments for students with additional time, deferred assessments.

6. To support the Senior Examinations and Awards Administrator in conducting quality processes, for example the verification of assessment marks at pre-Boards.
7. To provide secretarial support to the Module Board of Examiners and Resit Module Board of Examiners, including mark organisation, paperwork preparation and minuting the meetings.
8. To support the Senior Assessments and Awards Administrator with preparations for the Programme Board of Examiners, including the preparation of Board papers and mark records for use at these meetings, and providing support with External Examiner and External Assessor activities.
9. To assist the Senior Assessments and Awards Administrator in the organisation and administration of the undergraduate summer re-assessment period, including the production of timetables for practical assessments. To be responsible for maintaining and overseeing the reassessment page on the VLE, including prompting curriculum staff to carry out their actions.
10. To support the Senior Assessments and Awards Administrator in the organisation and distribution of certificates and transcripts at the Leeds Conservatoire Graduation events.
11. To be responsible for all External Candidate correspondence and administration, including ensuring access to the Leeds Conservatoire VLE, sending information to the External Candidate regarding their access rights, the timetabling of any relevant assessments and notifying of results.
12. To provide a study details and results confirmation service to former students and third parties in line with Conservatoire and GDPR rules and policies.

#### **CORE RESPONSIBILITIES:**

13. Attend and contribute to team meetings, planning days and other departmental staff events, sharing information and best practice.
14. Liaise with external agencies as required.
15. Represent higher education on relevant cross-group committees/forums.
16. Engage in policy development and review activities.
17. Develop and maintain offline and online information and communication, which provides students and staff with access advice, guidance and signposting.
18. Run focus groups and surveys to gather staff, student and other stakeholder feedback to inform planning and development of resources.
19. Participate in open days, student activities, awareness arising events, and enrolment where required, which will involve occasional weekend and evening work.
20. Work flexibly as a member of the Registry team.
21. Provide information and data to enable timely reports to be collated |

#### **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.*

**Ownership & performance**

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

**Energy & enjoyment**

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

**Creative & reflective**

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

**Passion & ambition**

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

**Collaborative & responsive**

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

## Person Specification

<b>Job Title:</b>	Assessments and Awards Administrator
<b>Department</b>	HE Quality and Standards

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. English and Maths at Level 2 or above and a willingness to improve in one or both disciplines to level 3 or above	A
D	Q2. Level 5, foundation degree, degree or equivalent relevant experience	A
D	Q3. Relevant up to date subject knowledge and recent experience in the Higher Education sector	A
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Experience of using a range of IT systems including Microsoft packages.	A / I
E	EK2. Experience working on administrative tasks and producing various types of documents including plans, schedules, and reports.	A / I

E	EK3. Experience working with databases and/or CRM systems	A / I / P
D	EK4. Experience of working within FE/HE assessment administration and/or Registry functions	A / I / P
D	EK5. Experience of working with higher education academic regulations and knowledge of HE Regulatory Framework and relevant review methods.	A / I / P
D	EK6. Building and maintaining strong internal and external working relationships and work in a confidential manner.	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Excellent interpersonal skills which can be adapted to meet the needs of students, colleagues and other partners.	A / I
E	SC2. Excellent written and verbal communication skills, with the ability to work with staff at all levels and provide excellent customer service.	A / I / P
E	SC3. Able to develop, implement and coordinate plans	A / I
E	SC4. Consistently good attention to detail and accuracy whilst working under pressure to meet tight timescales/targets.	A / I
E	SC5. The ability to make information accessible to internal and external stakeholders at appropriate levels	A / I
E	SC6. Able to work well both as a member of a team and using own initiative	A / I
E	SC7. The ability to manage own workload effectively and flexibly in order to meet deadlines.	A / I
E	SC8. Excellent organisation skills such as time management, planning, and goal setting.	A / I

E	SC9. Accurate and objective record keeping	A / I
<b>Behavioural, Values and Ethos</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
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