

## Capital City College Group Job Description and Person Specification

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<b>Post:</b>	Examinations Manager
<b>Contract:</b>	Permanent
<b>Hours:</b>	35
<b>Reporting to:</b>	Assistant Director of Examinations
<b>Responsible for:</b>	Assistant Examinations Managers, Examination Officers, and Examination Assistants
<b>Salary:</b>	£45,768 per annum

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### Key Purpose

- Lead in providing a high quality, responsive management of the examinations service for a designated college or group of colleges.
- Ensure the development and implementation of formal quality assurance and evaluation procedures.
- Identify new approaches and/or techniques which enhance the efficiency, quality, and impact of the examinations team.

### Main Duties and Responsibilities

- Lead on the administration of qualifications across the designated area.
- Lead on the development of improvements across the college examination processes and standards.
- Ensure Joint Council for Qualifications and Awarding Organisations expectations on quality and compliance are met for the Group.
- Ensure students are registered and entered in a timely manner for their qualifications and examinations by the team.
- Ensure examinations meet Awarding Organisations and Joint Council for Qualifications requirements at all points in the examination process.
- Ensure all relevant Joint Council for Qualifications and Awarding Organisations documentation is reviewed and current. Implementation of new requirements and processes.
- Ensure candidates receive a good service and a fit for purpose examination environment.
- Build a dynamic team of staff, running regular team meetings to ensure good communications across the team.
- Work closely with the Deputy Examinations Managers on ensuring the Group meets Awarding Organisations and Joint Council for Qualifications requirements.
- Work closely with the Deputy Examinations Managers on ensuring processes, reports and training are current and efficient.

- Manage the Deputy Examinations Managers, Examination Officers and Examination Assistants on a day to day basis, ensuring staff are aware of their duties and deadlines.
- Ensure staff are correctly trained and are up to date with new processes and regulations.
- Ensure staff are supported, receive regular performance reviews, and are managed according to college expectations.
- Manage data for the area. This includes ensuring registrations and examination entries are accurate and timely, achievement data is recorded in an accurate and timely manner and all evidence is provided for audit purposes.
- Ensure the team use all possible electronic forms of communication with Awarding Organisations.
- Work closely with and support the Assistant Director Examinations on operational and strategic planning.
- Work closely with and support the Assistant Director Examinations on improvements to the service.
- Work closely with other Examinations Managers on planning and allocation of staffing for peak load examinations and day to support across the teams.
- Cover for other Examinations Managers where necessary.
- Contribute towards the management of the examinations budget, seeking value for money in all exams related expenditure.
- Ensure opportunities for personal development are identified for the team.
- Develop and maintain clear and effective communications with curriculum colleagues, candidates, college management and external organisations

### **Expectations of the Post Holder**

- To demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining professional development, and actively participate in the Group's appraisal scheme.
- To carry out duties at all times with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
- To work flexibly and to undertake such other duties that may reasonably be allocated by the line manager.

### **Special Conditions**

1. The nature of this post means that the post holder may need to travel from time to time to other College centres and external venues.
2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

**N.B.** This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

## EDI

We are committed to creating and promoting a diverse and inclusive workforce that better reflects the wider community we support. We particularly welcome applicants from groups currently under-represented in senior roles, including Black, Asian and Minority Ethnic (BAME), people with disabilities and from the LGBTQ community.

## Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

## Person Specification

	Criteria	Essential	Desirable
<b>Qualifications / Professional Development</b>	Qualified to Level 3 or equivalent	X	
	Qualified to Level 2 in English and Maths or willingness to achieve within a specified period	X	
	Evidence of ongoing professional development	X	
<b>Knowledge / Experience</b>	Significant experience of managing large examinations in an FE / educational environment	X	
	Significant experience of using FE databases for examination purposes	X	
	Significant experience of managing Awarding Organisation communications within a large FE / educational environment	X	
	Experience of using learner records systems	X	
	Experience of using EBS or similar FE management information systems		X
	Experience of managing staff	X	
	Experience of management information systems	X	
	Significant experience of using Microsoft Office products (including Access / Excel) to report and to communicate	X	
<b>Skills / Abilities</b>	Ability to use EDI and other forms of electronic communication	X	
	Excellent organisational skills, including the ability to plan, prioritise and work effectively under pressure	X	
	Excellent verbal and written communication skills	X	
	Ability to develop positive working relationships with colleagues at all levels	X	
	Ability to delegate and manage the performance of others		
	Ability to lead and motivate others, and inspire trust		
	A commitment to working co-operatively and flexibly and a demonstrable customer focus	X	
	A strong sense of purpose, and the drive to achieve agreed goals	X	
	A proactive approach to resolving problems and queries	X	