

Capital City College Group

Job Description and Person Specification

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| Post: | Deputy Examinations Manager |
| Contract: | Permanent |
| Hours: | 35 |
| Reporting to: | Examinations Manager |
| Salary: | £36,516 per annum |

Key Purpose

- Monitor and maintain examination standards and Awarding Organisation compliance across the Group.
- Lead on the automation of processes and use of management information systems within the examinations team.
- Provide an invigilation service, by maintaining a bank of invigilators. Providing ongoing support and training and deploying them according to business needs and in accordance with regulations.
- Identify areas for improvement and support the Examinations Managers in planning and the day to day supervision of the Examinations Officers and Assistants.

Main Duties and Responsibilities

- Support the Examinations Managers and Examination Officers in the day to day running of the Examinations Department.
- Actively support the Examinations Managers in performance management of the Examination Officers and Assistants.
- Be involved in supporting and organising the Examinations Department across centres during peak loads.
- Be actively involved in the collection and processing of accurate ILR achievement data
- Deputise for the Examinations Managers where appropriate.
- Work with the Examinations Managers to ensure the Examinations Department and the Group are compliant in relation to Awarding Organisations and Joint Council for Qualifications regulations.
- Support the Examinations Department in their use of management information systems and automation solutions.
- Maintain a bank of invigilators, including recruitment, support, and deployment according to business needs and regulations.
- Arrange relevant and up to date training for the Examinations Team, invigilators, and curriculum colleagues.
- Ensure the standards of invigilation and examination room set up across the College Group are consistent and to standard.

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 always carry out duties 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 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 |
|--|---|-----------|-----------|
| Qualifications / Professional Development | Qualified to Level 2 in English and Maths or willingness to achieve within a specified period | X | |
| | Evidence of ongoing professional development | X | |
| Knowledge / Experience | 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 | |
| | Experience of using Microsoft Office products (including Access / Excel) to report and to communicate | X | |
| Skills / Abilities | 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 | |
| | 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 | |