

JOB DESCRIPTION

Job Title:	Examinations Officer
Post Reference No:	EX02
Job Purpose:	To support exam related functions and assist the Examinations Manager in the administration of exams and assessments at the college
Reports to:	Examinations Manager
Grade/Salary:	£22,869 per annum which is Point 19 on the College published salary scale.
Hours:	37 Hours per week with flexibility to meet business needs, Monday-Friday, some weekend work may be required to support exam set up.
Status:	Permanent
Functional Links With:	Head of Learning Support, Head of Departments, Finance, MIS, Estates, Hospitality



Kingston Maurward is more than just a college site.

It is a college, a country estate, a dairy farm, a wedding venue, a conference centre, an arable farm, a tourist destination, a residential provider, the birthplace of Thomas Hardy and, most crucially, the only provider of land-based studies for 60 miles in any direction. We have a major strategic role in the development of Dorset's rural economy, which although firmly rooted in our heritage as an agricultural provider, now spans the full range of land-based studies and beyond, from entry level to degree.

Developing a reputation for being 'the place to go' is core to our mission. We are at the heart of Dorset, both emotionally and literally.

Engagement and strategic positioning is vital to ensure we continue to grow both our reputation and student numbers and any successful candidate will be expected to contribute to our profile beyond the estate within the county and demonstrate our values – if that means standing in the cold in February handing out the prizes at a ploughing match, or visiting schools to inspire Year 11, or helping fill buckets of water in the snow because Equine students couldn't get in, it's just what we do.

We need staff who will move us to the next step as part of a forward-looking organisation, rooted in the landscape of Dorset and the history of the estate. What binds us to the past is important, but it is not what defines our future; the essence of Kingston Maurward is about people, attitudes and the culture we all inherit and develop.

We are seeking to appoint an Examinations Assistant who will support in delivering efficient and effective exams service to our students at the Kingston Maurward Campus. The ideal candidate will be a highly organised and efficient individual. You must have high attention to detail, be proactive and an active problem solver.

Main Tasks and Duties:

- To support the Exams Manager in the management and administration of external examinations/assessments in accordance with the Joint Council for Qualifications (JCQ) regulations, ensuring the integrity and security of the assessment process and that all exams are conducted within regulation.
- Keep up-to-date with all examination/assessment requirements and ensure that staff and students are aware of the relevant regulations, communicating these as necessary.
- Have thorough knowledge and understanding of JCQ guidance and undertake tasks set out within the guidance associated with the exams responsibility.
- Support the Exams Manager in delivering the yearly examinations timetable of examinations and assessments.
- To understand JCQ and awarding body regulations, key dates and deadlines and follow robust procedures to ensure these are met.
- Assist with all administration associated with the examinations process.
- To assist in making appropriate provision for students with special requirements, ensuring access arrangements/special consideration needs are met.
- Research and understand qualifications and how they are assessed.
- Ensure familiarity with the centre's Management Information System (MIS).
- Communicate clear internal deadlines and processes for gathering/sharing exam-related information from/with relevant internal stakeholders
- Share information with students as set out by regulations
- Assist with ensuring that all candidates are registered, entered and claimed for their assessments/qualifications prior to any deadlines ensuring no late fees are incurred.
- Assist with the arrangements for the timetabling, rooming, seating, resourcing and invigilation of examinations in accordance with the regulations.
- To assist in the training of invigilators.
- Effectively use external IT systems to administer post-results services in accordance with the regulations to the published deadlines.
- Administer the receipt, distribution and retention of examination certificates according to the regulations.
- Undertake training, update or review sessions as required.
- Undertake other duties appropriate to the grade and responsibilities of the role.

Duties Expected of All College Staff:

- To promote an active commitment to equality and diversity, PREVENT and British Values.
- To take active responsibility for safeguarding and promoting the welfare of children and vulnerable adults in College.
- To undertake such personal staff development as is agreed to be necessary for the development of the role and the individual.
- To set a high standard of professionalism. This will include maintaining regular contact with colleagues, students and customers verbally, in writing and via e-mail.
- To monitor customer satisfaction and continually seek ways of improving the service for which the post is responsible.
- To regularly review, adapt, and improve systems and procedures.

- To support the organisations commitment to quality assurance including course review and self-assessment.
- To promote an active commitment to the College’s approach to sustainability.
- To undertake an annual appraisal which clearly identifies targets for continued improvement.
- To provide or support inspiring and challenging education and training for all learners and promote participation by a wider group of learners.
- To take proactive responsibility for Health & Safety at all times, reporting accidents, incidents and near misses which may affect staff, students, customers and visitors.

This range of tasks should not be construed as definitive or exhaustive due to the changing external environment within which the College operates. Other duties may be required within the general scope of the post.

Person Specification

Key A – Application I - Interview

	Essential	How identified*	Desirable	How identified*
<u>Qualifications</u>	<ul style="list-style-type: none"> • Minimum of a level 2 Qualification or above preferably in a related subject. • Good standard of GCSE’s grades 4-9 / A*-C (or equivalent) inclusive of English and maths. 	<p>A</p> <p>A</p>	<ul style="list-style-type: none"> • Customer Service Qualification 	<p>A</p>
<u>Experience and Knowledge</u>	<ul style="list-style-type: none"> • Thorough knowledge of Joint Council for Qualifications regulations • Computer literacy with good knowledge of Office 365, Microsoft Packages including TEAMS, outlook and excel 	<p>A/I</p> <p>A/I</p>	<ul style="list-style-type: none"> • Previous experience working in Exams in Further Education. • Knowledge of awarding organisations and related systems. 	<p>A</p> <p>A/I</p>
<u>Skills & Abilities</u>	<ul style="list-style-type: none"> • Excellent Customer Service Skills • Excellent administrative and organisational abilities. • Ability to meet deadlines and prioritise workload. • Accurate with a high level of attention to detail. 	<p>A/I</p> <p>A/I</p> <p>A</p> <p>A/I</p>		
<u>Personal Qualities</u>	<ul style="list-style-type: none"> • A polite and courteous telephone manner. • A high regard for the importance of customer care. • Willingness to work effectively as a team. 	<p>A</p> <p>A/I</p> <p>A/I</p>		
<u>Other</u>	<ul style="list-style-type: none"> • Current driving licence. • Prepared to work flexibly to meet work requirements. 	<p>A</p> <p>A/I</p>		

Competencies Required of All College Staff:

- Excellent interpersonal and communication skills when dealing with colleagues, students, visitors, parents and external bodies at all levels.
- A positive, ‘can-do’ attitude.

- Keen to embrace and deliver change.
- Self-directed with a high level of personal drive.
- Commitment to achieving excellence through continuous improvement.
- Enthusiastic with ability to motivate.
- Ability to problem solve
- Prepared to work flexibly to meet work requirements including weekends and evenings to support the effective functioning of the department and wider College as required.
- Ability to contribute to achieving cultural change.
- Active commitment to safeguarding and promoting the welfare of children and vulnerable adults in college
- Active commitment to equal opportunities

Terms and Conditions:

- This is a permanent appointment.
- The Contract of Employment will be based on the provisions of the Weymouth and Kingston Maurward Support Staff Contract.
- The salary for this post will be £22,869 per annum which is Point 19 on the College published salary scale.
- Working Hours will be 37 per week during Monday to Friday with flexibility to meet business needs.
- The annual leave entitlement will be 25 days per annum plus bank holidays for the period 1 September to 31 August rising by 1 day per year of service up to a maximum of 30 days.
- The appointment is subject to the satisfactory completion of a 6-month Probationary Period with reviews after 2, 4 and 6 months.
- Membership of the Local Government Pension Scheme is available.
- The appointment is subject to the College receiving satisfactory references which will include questions around whether concerns have been raised regarding safeguarding or working with students.
- The successful candidate is required to advise whether they are aware of any health condition or disability which might impair their ability to effectively undertake the duties of the position as outlined above. This disclosure may result in a referral to the Occupational Health Advisor for a medical clearance prior to commencing employment.
- If you do not achieve the required teaching qualification (if outlined in the criteria of the Person Specification) within the allotted time then the post will not be continued.

Criminal Records – Disclosure and Barring Service check and Safeguarding Status: At Weymouth and Kingston Maurward College we place the safety and welfare of our students at the centre of all our activities. The safeguarding of students underpins the College values and is fully embraced by all College staff.

Kingston Maurward College considers itself a ‘specified place’ for the purposes of safeguarding legislation and therefore all posts at the College are Regulated Activity. Someone will not be employed by the College if they are barred from working with children or vulnerable adults.

The offer of an appointment with the College will be subject to a satisfactory Enhanced Disclosure under the Protection of Children Act 1999 and the Police Act 1997.

This means that when applying for a post, candidates will need to detail all convictions they may have – both ‘spent’ and ‘unspent’. The successful candidate will be advised of the Disclosure process in the letter offering them the appointment. Kingston Maurward College adheres to the Disclosure and Barring Service Code of Practice in applying for Disclosures. Should you require a copy of the Code or our Policy Statements on the Recruitment of Ex-Offenders or the Secure Storage Handling, Use, Retention and Disposal of Disclosures and Disclosure Information please contact the College Human Resources Manager.

The College recommends that new staff join the DBS Update Service. This means that the DBS is 'portable' and can be accessed by employers (with your permission). It means that staff may only ever need to apply for one DBS check.

Upon appointment, subject to joining the Update Service, signing up to this job description confirms your agreement to the College accessing the DBS Update Service to undertake online status checks on your DBS Certificate in relation to your work at the College, at appointment and in the future.

This position does not meet the eligibility requirements for sponsorship under the Skilled Worker Route within the UK Visa and Immigration service's Points Based System. Therefore, KMC will not be able to sponsor individuals who require permission to work to carry out this position.

Applications

Applicants for this position must complete a college employment application form.

CVs may be submitted and will be considered in support of a fully completed application form.

We are not accepting CVs at this stage from Recruitment Agencies: any submissions without prior authorisation from the HR Team will be treated as our own and as such no fee will be payable.

Please return the completed Application Form by email to recruitment@kmc.ac.uk or by post to:

HR Administrator

Kingston Maurward College, Dorchester, Dorset, DT2 8PY

Closing Date for Applications: Monday 3 February 2025 at 9:00am

Proposed Interview Date: To be confirmed

Kingston Maurward College reserves the right to close this position before the published closing date, should the need occur. We therefore advise that you complete and submit your application as soon as possible.

Please add recruitment@kmc.ac.uk to your list of safe senders to ensure that any correspondence from us does not go directly into your spam folder.

For further details on application forms or the recruitment process, please go to our website www.kmc.ac.uk. Alternatively, please contact the HR department by emailing recruitment@kmc.ac.uk.

You will be asked to provide evidence of all the qualifications listed on your application form at interview.

Kingston Maurward College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The College welcomes applications from people with a disability and will offer interviews to all those who are able to reasonably fulfil the criteria outlined in this Job Description. If applicants with a disability shortlisted for interview require any assistance in attending please contact the College's Human Resources Manager in order that alternative arrangements are made.

Please ensure you read our GDPR Candidate Privacy Notice to understand how your data is processed. This can be found on the College's Website under "Work for Us" or you can request a copy by emailing recruitment@kmc.ac.uk.

Following receipt of completed application forms, if you have not heard from the College within 2 weeks of the closing date regrettably you will not have been short listed on this occasion. All short listed applicants will be contacted within 2 weeks of the closing date or no later than 3 days prior to the interview date (where an interview date is specified).

Statement by appointed person:

(Section to be completed following offer of post to successful candidate)

I am pleased to confirm my agreement to the terms, conditions and duties stated within this job description and agree to undertake the role of **Examinations Officer** at Weymouth and Kingston Maurward College.

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Signed:

Print Name (Block capitals):

Date: