



Exams Co-ordinator

<p>What we value at Westminster Adult Education Service</p>	<p>We are passionate about transforming lives through education and enabling our learners to realise their full potential</p> <p>We are ambitious for our learners, staff and community, setting aspirational targets and high standards. We aim for excellence in all our teaching and learning</p> <p>We value our stakeholders particularly our local community and strive to be agile in meeting their needs</p>
<p>Our culture</p>	<p>We are an open and welcoming service. We create an inclusive learning and working environment for each person, treating everyone fairly and with respect</p>
<p>Portfolio/responsibilities of this role</p>	<p>1. Exams</p> <p>1.1. Act as first point of contact with all examining and validating bodies.</p> <p>1.2. Manage centre registration, scheme approval, completion and submission of examination and assessment entries, ensuring appropriate payments are made.</p> <p>1.3. Manage Exam Administrators to ensure the needs of the Exam service are met</p> <p>1.4. Understand and disseminate general rules and regulations for all awarding bodies and ensure that their policies and practices are adhered to.</p> <p>1.5. Receive and disseminate communications regarding examinations and assessment, such as entry dates, fees, new developments etc. and circulate to the relevant staff.</p> <p>1.6. Liaison with Course Managers, to develop and implement appropriate systems for informing students about examination and assessment procedures and outcomes.</p> <p>1.7. Responsible for exam schedules and communications to relevant staff in a timely manner.</p> <p>1.8. Responsible for the security of examination and assessment papers</p> <p>1.9 Produce effective guidelines and procedures for staff in relation to the examination and assessment process</p>

1.10 Manage correspondence from students and other clientele regarding examination and assessment issues including ordering replacement certificates, queries regarding results.

1.11 Co-ordinate accommodation requirements for exams (ie booking rooms, halls etc.) and ensuring that the appropriate furniture and equipment is available.

1.12 Develop and run briefing and training sessions regarding examination procedures as and when required.

1.13 Set up, maintain, review and develop all procedures and systems (computerised and manual) relating to examinations.

1.4 With the Head of MIS and Exams negotiate value for money arrangements with exam bodies

2. MIS/Statistics

2.1 Ensure up to date records of registrations with awarding boards.

2.2 Set up, maintain and utilise effective computerised systems for the production of pass lists and all statistical information regarding examination assessments and their outcome and to ensure accuracy of such data.

2.3 Develop new and existing computerised databases to support the continuous improvement of functions within the area and train the appropriate staff on the use.

2.4 Be responsible for the provision of accurate and timely examination statistics and reports for the Service.

3. MIS/Funding

3.1 To ensure that all examinations data is input onto the Management Information System and to ensure that accurate manual records are kept on examinations and assessments to provide an adequate audit trail.

3.2 Provide advice to all relevant staff concerning all aspects of the qualification database, and to keep abreast of future developments and their implications for future programme planning.

	<p>Budget Responsibilities</p> <p>Staffing £40, 000</p> <p>Procurement £0</p> <p>Other £0</p>
What do we expect this role to achieve?	<ol style="list-style-type: none"> 1. Effective management of external and internal examinations, ensuring compliance in all areas of exams by staff and students. 2. Exams administration meets internal and external deadlines 3. Well planned exam schedule and effective and timely communications with staff and students about all aspects of the examination process 4. High level of satisfaction with the Exams Service from staff and learners 5. Up to date and accurate examination and assessment data is available 6. Evaluation of value for money changes to awarding bodies and recommendations on options 7. All certification produced in a timely way and when issues arise good communications to manage learner experience 8. Be the lead for up to date details about exam regulations 9. Communicate and implement any necessary changes required by Exam Boards
Band/Salary range	
Work style	Agile
Your manager & team	Head of MIS and Exams
	Number of employees reporting into this role: 2
Experience	<ul style="list-style-type: none"> • Understanding and experience of the examinations system in Adult Education or FE • Previous experience of using management information systems and management reports

<p>Skills</p>	<p>The successful candidate will have demonstrable skills and abilities in relation to:</p> <ul style="list-style-type: none"> • Ability to manage projects to time and to budget • Ability to sustain a high work rate in a demanding and rapidly changing environment • Good standard of oral and written communication skills and the ability to write in a clear and concise way • An ability to develop positive working relationships with individuals at all levels (internal and external) and to promote the curriculum area and the Service • Good IT and administrative skills including in depth knowledge of spreadsheet and database packages • Proven ability to take the initiative in organise one’s own workload including establishing priorities, meeting deadlines, and responding to conflicting demands • Ability to work flexibly and be able to adapt to new methods and ways of working • Excellent Time management skills • Understanding of Safeguarding Legislation and its application within the educational sector and in relation to this post. • Commitment to equality and diversity and a good understanding of its practical implementation in the role.
	<p>Qualifications:</p> <ul style="list-style-type: none"> • Level 2 qualifications in English and maths • Level 2 qualifications in IT • Evidence of continuous professional development
<p>Corporate standards</p>	<ul style="list-style-type: none"> • Resources / Financial management We expect you to manage delegated budgets, funding and resources in line with our processes and our Westminster Way. We would welcome your ideas on the development of outcome based commissioning models and/or income generation opportunities to help the service receive value for money. • Values and behaviours • Our values and behaviours are at the heart of everything we do. We expect you to work in this Westminster Way empowering, engaging and encouraging your teammates to deliver our corporate vision. • Compliance We expect you to ensure legal, regulatory and policy compliance in area of your specialism, identifying opportunities and risks and escalate/report where appropriate. • Equality and diversity We value equality and diversity as a city council and we want you to support and promote this in your day to day work.
<p>Additional leadership values and behaviours for managers</p>	<p>People and Service Management (Managing excellent, cost-effective service delivery.</p> <ul style="list-style-type: none"> • Driving forward performance - setting high standards, encouraging improvement and supporting the team to achieve. Having regular team meetings and one to one conversations about performance, including difficult ones when necessary.

- Developing our people and our partners - giving people the scope to do well, taking time to understand their strengths and motivations, stretching them and coaching them to achieve.
- Managing budgets responsibly – planning, monitoring and adapting budgets to respond to changing priorities. Delivering the Medium Term Plan
- Working within the democratic framework - understanding the democratic process and its role in public organisations, anticipating Member needs and responding to their feedback.

Leadership and Engagement

Inspiring the team to deliver the corporate vision, embrace change and develop opportunities.

- Delivering the corporate vision – developing and communicating a direction for my service which keeps us focused on delivering the priorities of the corporate vision and makes it central to everything we do.
- Leading change - being realistic, transparent and clear on the challenges. Communicating the reasons for change and ensuring understanding. Inspiring people to get involved, to question, and to take change forward.
- Making difficult decisions – tackling issues proactively and finding solutions, being accountable for the decisions that have been made.
- Engaging staff, communities and customers - winning strong support through effective and regular communication, collaboration and feedback.
- Being commercial – creating opportunities to generate growth, income and maximise commercial potential.