Shipley College - Great people, great place!

Hours: Full Time 37 hours per week, permanent, full year post

Salary: £25,899 to £27,931 per annum FTE

Closing Date: Monday 27th January 2025 at 9am *(We may close the advert early if sufficient applications are received. Early application is advised)*

Interview Date: To be confirmed

Start Date: ASAP (subject to satisfactory pre-employment checks)

WELCOME TO SHIPLEY COLLEGE

Would you like to work with a great team in a beautiful location, in a fast paced and varied role? Do you have the energy to resolve a variety of everyday tasks and challenges whilst providing administration with a very high degree of accuracy?

No two days are the same on the team – one day you could be entering data, the next helping to set up exam rooms and invigilating, liaising with exams boards, or assisting someone who needs a replacement certificate … the list goes on!

We are looking for someone to support the Registry Manager and assume the role of team leader for the exams team. The right candidate will be skilled at supporting and developing others to deliver a high quality, efficient service. Someone who is proactive in completing tasks in a timely manner, possesses excellent communication and interpersonal skills, and is able to establish strong working relationships with all stakeholders.

We ask that you are proficient in using IT tools, have a "can do" attitude and thrive in a fast paced, high pressure environment.

If you are self motivated, very well organised and able to work both independently or as part of our team, then we would love to hear from you!

Benefits we offer include:	**We are looking for someone who has:**
- Enhanced Annual Leave - Pension Schemes - Professional Development opportunities - Access to a free gym on site - Reduced cost train travel* - Access to free onsite car parks - Shopping discounts with discount app *qualifying period applies	- Level 2 (GCSE equivalent) in English/literacy and Maths/numeracy - Proficiency in utilising IT tools and technologies - Excellent customer service and interpersonal skills, friendly and helpful attitude - Ability to organise and prioritise work, meet deadlines, maintain confidentiality, work with accuracy and attention to detail. - Flexible to cover occasional early starts/later evenings when needed in the different locations on campus - Ability to think on your feet in a fast paced office where no two days are the same - Able to act on your own initiative and provide leadership to colleagues - Willingness to help with the physical aspect of preparing for exams

How to Apply: Application forms can be obtained from www.shipley.ac.uk. Completed applications should be submitted to jobs@shipley.ac.uk.

Employment offers are subject to pre-employment checks, including DBS, references, online checks and the right to work. Shipley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.	The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.

Job Description

JOB TITLE	Exams Team Leader
RESPONSIBLE TO	Registry Manager - Enrolments and Exams

INTRODUCTION

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.

- Staff should not refuse to undertake work which is not specified on this form but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.

- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.

- Shipley College is committed, where possible, to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

OVERALL PURPOSE OF THE JOB

Registry is a central support service that serves to provide high quality administrative systems to facilitate the learner journey from enrolments through to certification.

The primary focus of the post is to support the Registry Manager and provide leadership to the exams team to deliver a high-quality service including the administration of the examination and accreditation process for the College in line with JCQ regulations.

A key element of the role is to ensure timely processing of examination entries and results, as well as the effective planning and running of examinations. Knowledge of examination and accreditation processes as well as the use of Management Information Systems is desirable.

DUTIES AND RESPONSIBILITIES

- To support in managing the effective and efficient management and administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations (on behalf of the JCQ member awarding bodies and/or awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity and security of the assessment process

- To closely liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed

- To understand JCQ and awarding body key dates and deadlines and have in place robust procedures to ensure these are met

- To support in ensuring examinations are conducted in accordance with the regulations through taking an ethical approach and working proactively to avoid malpractice among students and staff, supports the head of centre in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place

- To deputise for the Registry Manager and provide leadership to the exams team

- Provide support and training on exam related matters to colleagues and team members

- **Planning**

  · Support in maintaining systems to manage and coordinate all aspects of the exams administration process

  · Research and understand qualifications and how they are assessed

  · Comply with JCQ and awarding body regulations, guidance and instructions and keep abreast of developments/changes/updates

  · Effectively use JCQ and awarding body online tools where required (e.g. the Centre Admin Portal (CAP), secure extranet sites)

  · Ensure familiarity with the centre's Management Information System (MIS)

  · Support in the management of appropriate access rights for relevant internal stakeholders using JCQ and awarding body online tools

  · Brief candidates/staff/parents/carers on examination regulations and requirements

  · Support in the management of arrangements to receive, check and store confidential question papers and examination material safely and securely at all times and for as long as required in accordance with the regulations

  · Support the exams manager in managing potential conflicts of interest by informing the awarding bodies to timescale for each examination series and recording the measures taken to mitigate any potential risk to the integrity of the qualifications affected

- **Entries**

  · Observe the awarding body's terms and conditions for the entry and withdrawal of candidates for their examinations/assessments

  · Register or enter candidates for an examination or assessment in accordance with the awarding body's published procedures for that qualification

  · Submit registrations, examination entries and certification claims by the deadline(s)

  · Effectively use internal and external IT systems to submit and manage awarding body registration and entry data

  · Liaise with relevant internal stakeholders to ensure final entries that have been submitted to an awarding body are regularly monitored, submitting timely changes (amendments/withdrawals) to ensure candidates take the correct papers at the correct time and enabling awarding bodies' to deliver accurate results to the centre

- **Pre-exams**

  · Ensure all candidates are notified of their examination entries and the dates and times of their examinations/assessments in accordance with the regulations

  · Ensure all candidates are aware of the JCQ and awarding body information and regulations regarding the conduct of their examinations/assessments prior to these taking place

  · Confirm relevant internal stakeholders to complete administrative tasks associated with centre assessed work in an accurate and timely manner in accordance with the requirements of awarding bodies and moderators

  · Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements or reasonable adjustments for eligible candidates (appropriate arrangements for rooming, resourcing, facilitation, invigilation etc.)

  · Support with effectively managing arrangements for the secure storage and dispatch of examination scripts for marking

- **Exam time**

  · Support with effectively managing to the conduction of examinations in accordance with JCQ regulations and/or awarding body rules

  · Ensure all exam accommodation is prepared in accordance with the requirements

  · Manage unexpected issues/irregularities which may affect the conduct of examinations

  · Manage emergency access arrangements for eligible candidates as the need may arise during exam time

  · Maintain the confidentiality and security of candidates' responses and dispatch scripts according to the requirements

  · Submit to the published timescales, relevant follow-up reporting to awarding bodies' in relation to the very late arrival of candidates for examinations and applications for special consideration where candidates meet the published criteria

- **Results and Post-Results**

  · Ensure candidates and relevant internal stakeholders are aware of processes, key dates and deadlines in relation to the issue of results and the arrangements for post-results services

  · Support in the management of restricted release of results and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding body rules

  · Effectively use internal and external IT systems to access and manage awarding body results information

  · Understand awarding body results indicators and provide support for relevant internal stakeholders in accessing results reports/analysis tools

· Effectively use external IT systems to administer post-results services in accordance with the regulations to the published deadlines

· Manage and administer the receipt, distribution and retention of examination certificates according to the regulations

GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and the maintenance of a culture of continuous quality improvement, assurance and innovation.

- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults, the post-holder is responsible for or comes into contact with.

- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.

- To use IT as designated appropriate to the nature of the role.

- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment.

- To undertake such other duties commensurate with the grade of the post as may reasonably be required.

- To occasionally work outside of normal working hours to assist with examinations and open days

PERSON SPECIFICATION

ESSENTIAL CRITERIA

In your supporting statement please ensure you reference every point in this category. Applications which do not address each point in the essential criteria will not be progressed to interview. **If you do not meet all of the essential criteria, please do not progress with your application.**

Level 2 in literacy and numeracy or equivalent (or be willing to work towards)
Competence in the use of a range of IT skills
Excellent customer service skills, including effective and professional telephone and face to face communication within an appropriate context
Ability to communicate effectively through written, oral and electronic methods to develop good working relationships with all stakeholders within Shipley College and the wider community

HIGHLY DESIRABLE CRITERIA

These points are scored the same as the essential criteria. In order to score highly, we strongly recommend that you reference every point in this category where possible.

Experience of motivating and leading a team to deliver a high quality service
Experience working in a fast paced or high pressure environment
Able to work flexible hours when required to meet the needs of the business
Effective organisational and administrative skills with high levels of accuracy and attention to detail
Ability to prioritise, self-manage and cope well with a demanding workload
Experience liaising with Examination boards such as NCFE, Pearson & AQA
Experience with GCSE, Level 2 and Level 3 examination and external assessment processes
In depth knowledge of JCQ (Joint Council for Qualifications) policies and guidelines
Experience in the management & facilitation of Exam Access Arrangements

DESIRABLE CRITERIA

In order to score highly, we strongly recommend that you reference every point in this category where possible.

Experience of using a learner management information system
Previous experience of working in further education environment
Experience of assessment of apprenticeships and T-levels
Clean driving licence and access to a vehicle for work purposes
Knowledge and experience of Equality, Diversity and Inclusion
Knowledge or experience of Safeguarding
Knowledge of the PREVENT agenda
Willingness to undertake job training and to attend relevant staff development programmes

Message from the Principal

Shipley College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipley College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of Departments. I am delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful. I am proud of the commitment and hard work of all the college's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us.

We do ask that you accept, in the interests of economy, that if you have not heard from us by the interview date that you will not have been selected for interview on this occasion

Diana Bird
Principal

Shipley College Mission Statement

To provide the highest quality, inspirational education and training that meets and exceeds the ambitions of individuals, businesses and communities.

OUR CORE VALUES

Inspirational Culture of Collaboration and Partnership: A team working closely with our stakeholders in a spirit of trust and integrity

Aspiration, Professionalism and Achievement: Striving for excellence in a safe, sustainable environment, while supporting all students to achieve their personal best and to progress to their next steps in work and life

97% of students agree that the College is a safe place to learn.

Responsiveness: Meeting the needs and exceeding the expectations of students and employers, both locally and regionally, responding to government initiatives and our local community

Equality and Respect: Celebrating the diversity and inclusion of our students and staff

96% of students agree that College staff are friendly and helpful.