



**Required to start as soon as possible**

## **Exams Assistant (Full time, term time only)**

We have a vacancy for an **Exams Assistant** to work within our busy Exams Department.

This is a permanent position, working 37 hours a week, 40 weeks a year (term time only plus 6 days to be worked in the holidays). The pro-rata starting salary for this post is **£14,477 per annum**, which includes 4.8 weeks of holiday pay. This is based on spine point 18 within grade 3 of the support staff pay spine for which the current full time salary is £16,804 per annum.

The main duties are to assist the Examinations Manager with all aspects of the examination process and general administrative tasks. You will need experience of similar work in an office environment. Normal working hours will be Monday to Friday, 08:30-16:30 (with an unpaid half hour lunch break) however, due to the nature of this role flexibility is required during busy exam periods and you will also be required to work a minimum of two days in August when exam results are published.

As a successful and thriving Sixth Form College with around 2,800 students and 300 staff, we are seeking to appoint someone who can bring flexibility, commitment and energy to this important role. In return we offer a good working environment in a busy yet informal atmosphere. Whatever the varying roles of staff, we all work towards the College's aim of bringing out the best in our students by providing a high quality learning experience in a supportive and stimulating environment.

## **Pensions and Safeguarding**

All support staff automatically become members of the Local Government Pension Scheme. This is a tax approved, defined benefit occupational pension scheme. The benefits under the scheme are on a Career Average Revalue Earnings (or CARE) basis. Your contribution would be 5.8% of your gross salary and the College contribution would be 18% of your gross salary. Once you have started your job at BHASVIC you have the option to opt out of the Local Government pension scheme. If you wish to opt out you must do so within three months of your start date in order to receive a refund of your contributions. Further information can be found on <http://www.eastsussexpensionfund.org>

BHASVIC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our vetting procedures for prospective employees are in line with the guidelines provided by the Department for Children Schools and Families. Further information can be found on <http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren>

## HOW TO APPLY

For details of how to submit your application, please visit our website [www.bhasvic.ac.uk/the-college/working-for-us/current-vacancies](http://www.bhasvic.ac.uk/the-college/working-for-us/current-vacancies)

Your application should include the following:

- **A completed application form**
- **A detailed statement outlining how you meet each of the criteria in the person specification below.**

**Use the criteria as headings when writing your statement. Where applicable, give examples of situations when you have used the skills and attributes detailed. It is very important that your application is in the format requested. Candidates will be short-listed on the person specification criteria alone.**

- **A covering letter, no longer than one side of A4, stating why you want this job and what you would bring to this post if appointed**
- **A completed equality & diversity recruitment monitoring form**

<p><b>Please note that it is College policy to shortlist applicants on the basis of a completed application form, letter and accompanying statement. CVs submitted alone without a completed application form and statement will not be considered.</b></p>
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The deadline for receipt of applications is **9am Monday 8 January 2018**

Interviews will take place on **Tuesday 16 January 2018**

For applicants who are invited to interview there will be ample opportunity to learn more about our provision and needs through discussions with staff.

## JOB DESCRIPTION

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<b>POST TITLE:</b>	Examinations Assistant
<b>RESPONSIBLE TO:</b>	Exams Manager
<b>GRADE 3</b>	37 hours per week, 40 weeks per year

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### PURPOSE OF JOB:

To assist the Examinations Manager with all aspects of Examinations

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### SPECIFIC DUTIES:

- To assist with the running of exams across the College, including
  - the issuing of both internal and external statements of entry to students
  - distribution of exam timetables and seating plans to students
  - the organisation and supply of all the necessary stationery and materials related to the smooth running of the examination system
  - the preparation of examinations, including the preparation of examination rooms and the delivery of examination papers to examination rooms.
  - receipt and distribution of examination certificates
  - the checking and recording of answer papers against Exam Board Attendance Registers.
  - Exam entries onto the College's MIS system and with enquiries about exams from students, parents and staff.
  - the organisation of invigilators on a daily basis and oversee the distribution of the question papers and appropriate stationary for each exam in accordance with the seating plans.
  - the coordination of events within the examination rooms on a daily basis and to deal with any crises as they occur.
  - the administration of the University Admissions Testing service.
- To be responsible for checking examination papers when they are received by the College to ensure that the correct papers and numbers have been sent.
- To be responsible for liaising with the IT department ensuring that the rooms are set up for online tests and exams.
- To be responsible for advising departments on sending coursework to the exam board.
- To liaise with Study Support maintaining records for Access arrangements, updating the exams spreadsheet for seating arrangements.
- To be responsible for ordering Modified papers and photocopying onto coloured paper for those students with additional needs.
- To assist with maintaining and updating the Exams Department Policy manual
- To record non-attendance of exams and ensure the relevant people are informed on a daily basis.
- To invigilate when required
- To provide general assistance to the Examinations Manager as and when required and to undertake any other duties which may from time to time be reasonably requested

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level or responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

(December 2017)

## PERSON SPECIFICATION

**JOB TITLE:** Examinations Assistant  
**DEPARTMENT:** CIS  
**RESPONSIBLE TO:** Exams Manager

	Essential	Desirable	Method of assessment
<b>Qualifications</b>			
1. Educated to GCSE level or equivalent in Maths and English	✓		Certificates Application Reference
<b>Experience /Knowledge</b>			
2. A minimum of two years' experience of working in an office environment.	✓		Application Interview
3. Extensive experience / knowledge of Microsoft Office (in particular Word, Excel and Outlook)	✓		Application Interview Assessment
4. Experience and confidence in communicating effectively with colleagues and members of the public, both verbally and in writing.	✓		Application Interview
5. Experience of working effectively, both alone and as part of a team.	✓		Interview
6. Experience of working in an educational environment		✓	Application
7. Experience of working with CAPITA software (in particular UNIT-e)		✓	Application Interview
<b>Skills and Abilities</b>			
8. Excellent interpersonal skills, e.g. tact, sensitivity, ability to listen.	✓		Interview
9. Excellent IT Skills	✓		Assessment
10. Excellent organisational skills	✓		Interview
11. The ability to take the initiative and be proactive	✓		Interview
12. The ability be discrete and maintain high levels of confidentiality.	✓		Interview
<b>Other</b>			
13. Willingness to be flexible regarding working hours at certain times of year when early starts or late finishes are likely to be required	✓		Interview/ Application
14. Willingness and ability to undertake training needed to fulfil the changing requirements of the post	✓		Interview/ Application
15. An understanding of and commitment to the values given in the BHASVIC Staff Code of Conduct, the Equality and Diversity Policy, the Safeguarding policy and the Race Equality policy	✓		Interview

(December 2017)