



## **Required to start as soon as possible**

### **Senior Exams Assistant (Full Time, Permanent)**

We have a vacancy for a **Senior Exams Assistant** to work within our busy Exams Department. This is a full time, permanent position, working 37 hours a week, 52 weeks per year. The starting salary is £21,133 per annum which will rise to £23,170 per annum over four years subject to satisfactory performance. This is based on spine point 26 within grade 5 of the support staff pay spine. Holiday entitlement is 24 days per annum. This entitlement rises to 29 days after five years' service.

The main duties are to assist the Examinations Manager with all aspects of the examination process as follows:

- Ensuring students are entered for the correct exams
- Appointment, training and supervision of invigilators
- Timetabling of exams as well as preparation and organisation of exam rooms
- Liaison with the College's study support team to ensure students with additional needs have the correct access arrangements
- Any other general administrative support the exam manager may need.

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.

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 18.5% 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 Friday 7 September 2018**

Interviews will take place on **Tuesday 18 September 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:</b>	Senior Examinations Assistant
<b>Responsible to:</b>	Examinations Manager
<b>Responsible for:</b>	N/A

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### Main Responsibilities

To assist the Examinations Manager with all aspects of Examinations

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### Specific Duties

- To assist with exam entries onto the College's MIS system and with enquiries about exams from students, parents and staff
- To be responsible for ordering Modified Papers for individual Study Support students, in close liaison with the Study Support Department. This includes providing students with facilities for word processing, scribes, readers, extra time and separate invigilation. To oversee that appropriate spreadsheets are maintained for inspection by JCQ inspector.
- To be responsible for the registration of candidates for University Admissions Tests, to organise the running of the exams and train the invigilators in the specific running of the tests in accordance with the Admissions Testing Service regulations.
- To be responsible for registration of candidates for LIBF exams. To organise downloading of software to appropriate rooms. To download e-tests and allocate invigilators for running of the tests.
- To assist with the appointment of external invigilators.
- To organise and process invigilators employment details to HR.
- To assist in the training of invigilators, ensuring that they are aware of Examination Board regulations and procedures. To maintain records for JCQ of invigilator training sessions.
- To assist with the running of exams across the College.
- To be responsible for allocation of dates and times to each invigilator to ensure that all rooms have adequate invigilation cover, and advise the invigilators of their allocated times.
- To assist with the organisation of invigilators on a daily basis and oversee the distribution of the question papers and appropriate stationery for each exam in accordance with the seating plans.
- At the end of exam sessions assisting with the checking and recording of answer papers against Exam Board attendance registers.
- To record non-attendance of exams. HOD's and CIS to be informed of absences on a daily basis.
- Be flexible regarding working hours in order to cover candidates who are allowed extra time.
- Process invigilator timesheets.
- To assist in the preparation of examinations, including the preparation of examination rooms and the delivery of examination papers to examination rooms
- To assist with the coordination of events within the examination rooms on a daily basis and to deal with any crises as they occur.
- Invigilate as and when required.
- To assist with sending coursework to the exam boards.
- To assist with issuing internal and external statements of entry to students.
- To assist with the issuing of both internal and external statements of entry to students.
- To assist with distribution of exam timetables and seating plans to students.
- To assist with identification and organisation of rooms being used for examinations, including booking, preparing, organisation and supervision of the examinations in accordance with the regulations laid down by all the examination boards.
- To assist with the manual recording onto the MIS system of examination results for Key Skills Examinations, Technical Certificates, BTEC and all non-examined courses.
- To assist with the organisation and supply of all the necessary stationery and materials related to the smooth running of the examination system.

- To assist with checking receipt of examination papers to ensure that the correct papers have been sent from the Exam Boards.
- To assist with receipt and distribution of examination certificates.
- To assist with creating and maintaining an exams department policy manual.
- To keep updated on exams procedures by attending meetings with awarding bodies.
- To provide general assistance to the Examinations Manager as and when required.
- To undertake any other duties which may be reasonably requested from time to time.

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.

August 2018

## 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

(August 2018)