

Capel Manor College

Management Information and Exams Officer

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Management Information and Exams Officer
Scale	Business and Learning Support
Grade	Scale 5 points 19-22
Responsible to	Management Information Manager and Exams Manager
Location	Enfield
Contract	Full-time, Permanent

Key Responsibilities:

The key responsibility of the Management Information and Exams Officer is to provide an effective, supportive and efficient Management Information (MI) & Exam service to students, staff and partners of Capel Manor College. The MI & Exams Officer will be required to work between the MI and Exams Teams dependent upon team priorities and work schedules

Responsibilities:

1. To assist the Management Information Manager and Exams Manager in the delivery of an efficient, effective and valued management information and exams service
2. Take responsibility for providing a proactive, supportive and efficient Management Information & Exam service to all students, staff and partners of Capel Manor College
3. Take responsibility for student registration with the appropriate awarding bodies including exam entries and student concessions as required
4. Assist the Management Information Manager on the production of the Individualised Learner Record (ILR) and submission of statutory data returns to: Education Skills Funding Agency, Greater London Authority, Department for Education and local authorities
5. Take responsibility for reviewing and validating student data ensuring accuracy and credibility and actioning any discrepancies as may be returned through provider data self-assessment toolkits (PDSATs), Score or awarding bodies
6. Take responsibility for the administration and implementation of all examination procedures ensuring compliance with Joint Council for Qualifications (JCQ) and awarding body regulations at all times
7. Assist in the production of the ILR ensuring that all data returns are accurate, credible and complete. That each data set has been reviewed through PDSATs, Score and Education Skills Funding Agency/Greater London Authority published data validation reports and that each data return is submitted in a timely manner in accordance with the published deadlines
8. Assist the Exams Manager and Management Information Manager in ensuring the electronic storage of student and related data is fit for purpose, accurate, complete and timely in accordance with College requirements, awarding body regulations and General Data Protection Regulation legislation
9. To enter and maintain student related information accurately to consistently high standards
10. To liaise effectively with College departments and schools and clarify queries relating to student or course information and to chase outstanding information/documentation where appropriate to ensure management information is accurate and up to date
11. To support an effective and efficient customer focused enrolment process through required system maintenance processes and production of necessary documentation and reports
12. Ensure compliance with the College's procedures and relevant audit and legal guidance relating to exams, the handling of data, validation and help continuously improve working practices, efficiency and minimise bureaucracy
13. Ensure invigilation of computer based/online and written examinations in accordance with JCQ and awarding body regulations
14. Take responsibility for the recording of student achievement data on the College's computerised management information system involving data entry from hard copy of student records, enrolment details and awarding body communications
15. Ensure the timely processing and publication of examination results, including accurate data entry onto the College systems, notification to staff and students and dispatch of certificates as appropriate
16. Undertaking any other duties and responsibilities of a similar nature as required

General Responsibilities:

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

PERSON SPECIFICATION

Qualifications

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- Evidence of continuous professional development
- Good IT skills

Experience

- Experience of working in an administrative environment
- Experience of supporting management information and or examination processes would be advantageous
- Experience of using a College Management Information System and or awarding body systems would be beneficial

Skills, Abilities and Knowledge

- The ability to communicate effectively orally and in writing
- Good administrative and organisation skills
- Computer literate Good telephone manner and communication skills
- Good administrative and organisation skills
- To be able to work unsupervised
- The ability to work effectively as part of a team, supporting others as required
- To be able to manage own workload and prioritise
- To possess good attention to detail

Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required