

Senior Examinations Assistant

Thank you for your interest in this post at WQE.

We believe that this is a particularly exciting time to be joining us, offering a real opportunity to make a difference in this thriving and vibrant Sixth Form College. We strive for excellence in all aspects of our work with students; their academic and wider achievements, their learning experiences, the support they receive in their academic progress, their learning environment and their wider experience of college life. The College operates across two closely located campuses, next to the University of Leicester on University Road and a smaller campus at Regent Road.

We are looking to appoint an enthusiastic and self-motivated person to work as part of the MIS and Exams team. This role will focus on providing an efficient and responsive examinations service for the College. The person appointed will be involved with all aspects of the examinations process including making exam entries, leading on the day-to-day administration of internal and external exam seasons, training of invigilation staff and acting as a liaison point between the college and awarding bodies.

The college runs six main examination periods each year:

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| • GCSE Maths and English external resits | November |
| • Vocational (BTEC & CTEC) internal assessments | December |
| • Vocational (BTEC & CTEC) external exams | January - February |
| • A Level and GCSE internal assessments | February |
| • A Level internal assessment | April |
| • Summer external exams | May – June |

The successful candidate will have significant administrative experience, strong planning and organisational skills and excellent communication skills. Experience of data entry and using information systems in a working environment will be essential along with working in a college or school context being desirable.

The post holder will be expected to work additional hours during the above periods, including early starts, for which time off in lieu will be granted.

This is a permanent full-time, all year round post commencing as soon as possible.

The salary banding for this post will be 11 – 14 which ranges from £26,097 to £28,549 per annum. The actual starting salary for this post will be £26,097 but may be negotiated based on experience.

We offer an exceptional package of benefits to our staff, which for this post includes:-

- Annual incremental pay increases, linked to performance, within the pay scale range
- A defined benefit pension scheme
- Staff well-being programme
- Cycle to Work Scheme
- Annual flu vaccination
- Continual Professional Development
- Eyecare voucher scheme
- On-site parking

We have an active and enthusiastic staff wellbeing group who meet regularly and are committed to adding value to life at work wherever possible, as well as ensuring a strong sense of community, wider opportunities and mutual support exist in our workplace.

APPLICATIONS

Please do not submit a separate CV. Only information on the application form will be used in the selection process.

Completed applications must be returned by **10pm Sunday 8th September 2024**

Interviews will be held on **Monday 16th September 2024**. Full details will be emailed out to shortlisted candidates.

Please return all completed application documentation via e-mail only to vacancies@wqe.ac.uk

Finally, I would like to thank you again for the time taken to consider joining our team here at WQE and in making an application if you decide this is the right step for you.



Paul Wilson
Principal