

JOB DESCRIPTION

Updated September 2022

Job Title :	Exam Support Officer
Location :	Based at HTP Apprenticeship College The Old Grammar School, St James Street, Newport, Isle of Wight PO30 5HE Work at other HTP Centres will also be required
Department :	Apprenticeship Training Team
Reporting to :	Quality Support Senior Manager
Reporting Staff :	None
Hours :	Full time 37 hours per week
Salary :	Up to £21,000 Dependent upon Experience and qualifications
Vacancy Reference :	22-05 September 2022

Summary and Main Purpose

Administration of all aspects of external and internal examinations, registration, certification, testing, reporting and supporting all other administrative functions.

Key Accountabilities:

- Manage and co-ordinate invigilation of tests and examinations
- Ensure all associated data records are up to date
- Results checking and disseminating of information to learners and HTP staff.
- Printing and scanning examination documentation prior to and on the day of event
- Upon successful completion scan, upload and distribute certificates and results to all relevant parties via post and e-mail
- Carry out exam, test and awarding body registration activities
- Support auditing of examination, awarding body and certification processes where required
- Ensure accurate staff development file maintenance both electronic and paper based
- Archiving and file maintenance for learners and apprentices records
- General Administration duties across company
- Providing reception and telephone cover and all duties associated with that including room allocation for staff meetings, exams/test, interviews and teaching/training
- Have or be prepared to work towards relevant work qualifications where necessary. These may include but not be limited to administration or management Qualifications, Safeguarding and Equal Opportunities.

The following are Standard responsibilities for all positions within HTP Apprenticeship College:

- Participate in any staff review/performance management processes involving the identifying and meeting of training needs for self and others.
- Take appropriate responsibility to ensure the health and safety of self and others.
- Pursue the achievement and integration of equal opportunities throughout all activities.
- Undertake any other tasks and responsibilities appropriate to the level of this post.
- Comply with all HTP policies and procedures at all times
- HTP is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share and promote this commitment.

Key Requirements	Essential	Desirable
Qualifications		
Level 3 Administration qualification or equivalent		Yes
A good level of Maths and English qualifications	Yes	
Current full driving license and access to transport at all times	Yes	

Skills / Knowledge		
Drive and determination to achieve objectives and targets	Yes	
Commitment to quality and customers	Yes	
Excellent interpersonal skills to be able to engage with colleagues and learners (verbal and written)	Yes	
Good Planning and organising acumen with very good attention to details	Yes	
IT Skills – Word and Excel	Yes	
Knowledge of government funding programmes particularly apprenticeships		Yes

Experience		
Proven experience of administration work		Yes
Experience of working as part of a team	Yes	
Ability to work unsupervised and using own initiative where required	Yes	
Proven track record of commercial awareness and business acumen	Yes	

Equal Opportunity		
All job holders are required to conform to the company's policies, with respect to Equal Opportunities, Safeguarding (including Prevent Strategy) and Health and Safety as detailed in the Staff Handbook	Yes	

Conditions		
Able and willing to work outside normal office hours when reasonably required. Able and willing to undertake training and development as agreed. Will be required to visit HTP sites in Newport and Portsmouth. Will be required to visit learners/employer sites across HTP's delivery areas. Able to provide own vehicle for transport with business insurance		