

Job Description: Examinations Officer/Administrator



Function:	SODEXO JUSTICE SERVICES – HMP PETERBOROUGH
Job:	EXAMINATIONS OFFICER/ADMINISTRATOR
Position:	EXAMS OFFICER
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	EDUCATION MANAGER
Additional reporting line to:	Head of Learning & Skills
Position location:	HMP PETERBOROUGH

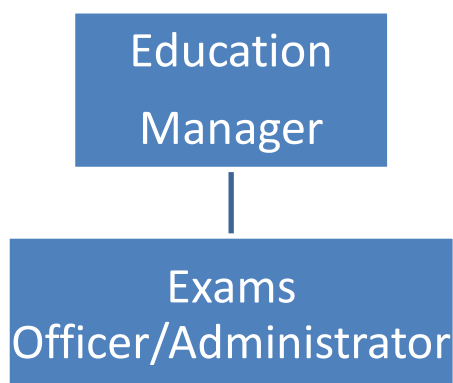
1. Purpose of the Job – State concisely the aim of the job.

- To act on behalf of, and be the main point of contact for the prison in matters relating to the full range of administration of awarding body examinations and assessments
- To support the Education Manager in ensuring that the prison is compliant with all regulations and awarding body requirements in order to ensure security and integrity of the process
- To closely liaise with key stakeholders (external and internal) to ensure exams administrative processes are strictly followed and key deadlines met
- To ensure examinations are conducted in accordance with the relevant regulations
- Administrative support to the Head of Learning & Skills and the Education Manager

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

2.1. Dimensions									
Point out the main figures/indicators to give some insight on the "volume" managed by the person under the scrutiny of the Department.									
Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						
Characteristics ▪ Add point									

3. Organisation chart – Indicate schematically the position of the job within the Organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Experience of managing and administering examinations from a range of Awarding Bodies
- Knowledge of and experience of external quality assurance visits
- Be compliant with all paperwork requests within the Department and wider prison context
- Ensure all data is collected, accurately recorded and filed efficiently.
- Ensuring that all examination data collection, processing and provision adheres to the requirements of examining bodies.

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- - Work effectively and efficiently with the Learning & Skills Manager and Education Manager to provide effective examination support and data collection
 - Effectively manage all Awarding Body activities and ensure compliance
 - Manage the daily qualification inputting onto the National Data system Curious
 - To ensure all relevant policies and procedures, such as Security, Health and Safety are adhered to and take responsibility of the work area.
 - Effective administration of a range of IT data collection systems
 - Manage the daily accountability of portfolio submissions from teaching staff
 - Record learner attendance, pay and maintain relevant records on appropriate IT systems
 - Assist in any additional administrative work within normal work hours and out of normal work hours.
 - Manage the day-to-day internal quality assurance activities reporting to the Education Manager
 - Attend team meetings to evaluate progress and promote good practice and attend all staff meetings, which will include giving feedback on sessions and ideas for development of delivery and the Department generally
 - Meet agreed prison targets which will be identified in your PDR and reviewed regularly throughout the year.
 - Undertake duties as required by the Director or Head of Learning, Skills & Employment or Education Manager that will contribute to the effective operation of HMP Peterborough.
 - Support the department during both internal and external audits and inspections including HMIP and Ofsted.
 - Provide data analysis for managers as and when required

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- A flexible and responsive attitude
- Enthusiasm for the development of offenders
- Willingness to innovate and demonstrate self-motivation
- Participate in training as required in order to keep up to date with all mandatory and refresher training
- Abide by the Sodexo corporate mission statement and all appropriate regulations, policies and procedures

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

Essential

- Computer literate with good knowledge of Microsoft Office, especially Excel
- To have an interest in the rehabilitation and resettlement of offenders.
- Reflective practitioner who seeks to constantly improve
- To have an ability to communicate effectively at all levels through different mediums, including spoken and written communication
- Experience of using Awarding Body systems
- High level of accuracy in data inputting and ability to concentrate in a busy office environment
- Be able to work quickly and accurately under pressure
- Be able to multitask and manage workload
- Experience of planning, scheduling and diary management
- Minute-taking skills

Desirable

- Experience in a prison environment
- Understanding and experience of working with moderating procedures
- Understanding of the Learner Record Service and its applications

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

- Being resilient
- Collaborates
- Communicates effectively
- Decision Quality
- Drives Results
- Optimises Work Processes

9. Management Approval – To be completed by document owner

Version	01	Date	27.01.2021
Document Owner	W Graham		