

Job Description – EAA Timetabling Assistant

Role Title: EAA Timetabling Assistant	Salary: Grade 5
Normal Place of Work: College Green	Line Manager: Tianna Lake- Study Plus Team Leader
Normal Working Hours: 37 hours Fixed Term to End of March 2025 Term Time Only	Responsible For: N/A

Purpose of role

- To coordinate all assessments for exam access arrangements with students, teachers, parents/carers
- Ensure regulations, guidance and documentation from relevant Awarding Bodies are in place and ready for use by all appropriate staff once released
- Maintain the Exam Access inbox for all queries.
- Assist in the training and preparation leading up to the GCSE exam days to ensure any student with agreed access arrangements receives the appropriate support.

Our Approach

The College adopts a people-first approach. This provides a highly supportive, flexible approach to enabling everyone to excel within their roles and to reach their full potential. You can expect the following:

- The 'Right to Disconnect' from work outside of your normal working hours
- A supportive, highly utilised hybrid working policy
- An Aspiring Leaders programme open to all
- Management Academy for all management roles covering management skill and internal processes
- Welfare Rooms at all our sites for professional breakout and relaxation spaces
- A bespoke programme of recognition, reward and celebration for colleagues throughout the year to recognise your hard work.

Inclusivity and equality of opportunity is core to our College community and we expect everyone to display our values. Our students come from diverse backgrounds and the communities we serve are diverse too. The College employs great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our College community stronger. So, do our values speak to you?

- **Boldness:** We will innovate and take risks for the benefit of our students, communities and employer stakeholders.
- **Respect:** We will work and learn in an environment of mutual respect, valuing diversity.
- **Inclusion:** We will be ambitious for all of our students, colleagues and stakeholders.
- **Sustainability:** We will commit to sustainable practices and green skills delivery.

- **Teamwork:** We will work collaboratively, and our teamwork will deliver high performance.
- **Openness:** We will be open to new ideas, perspectives, cultures and learning experiences, creating an inclusive and welcoming environment.
- **Learning:** We commit to lifelong learning, continuously striving for knowledge, skills, and innovation.

College Benefits for self-care: Quick Reference

- two-week Christmas Closure without the need to use your holiday allowance
- paid time off for volunteering in the community
- cross-college and individual professional development opportunities all year round
- family and lifetime friendly policies such as flexible working, paid time off for fertility treatment, menopause support, and a variety of online shopping discounts available.

Full details on all our employee benefits can be [found here](#).

What will the job entail?

- Monitor and oversee the referral tracking system within the college's database
- Timetable all assessments to ensure application deadlines are met
- Work closely with college lecturers and assessors to ensure that students attend their appointments to increase Assessors productivity
- Work closely with the exams team to ensure accuracy of data recording and timely application processing
- Assist with any administration tasks necessary to support any external assessors for example, invoice processing and referral collection
- Undertake any relevant training linked with guidance around exam access arrangements and a range of Learning Support areas
- Maintain the central Exam Access inbox as required
- Ensure that records and requests for information are in managed line with data protection guidelines.

Who will I work with?

Team working is a key part of working in a college. These are the key teams and individuals you will work with in this role.

<ul style="list-style-type: none">• Cross college teaching departments	To liaise closely with lecturing staff and other support teams to ensure referrals are accurate and sent in a timely manner
<ul style="list-style-type: none">• Exams Team	To work collaboratively with the exams team and manager to ensure referrals are processed and recorded
<ul style="list-style-type: none">• SEN and Learning Support Administration Team	To work collaboratively to ensure enquiries are being resolved and processes are being followed

<ul style="list-style-type: none"> ALS Support Teams 	To support the teams in ensuring all referred students get assessed within deadlines and follow protocol
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There are some other things that we are all responsible for, whatever your role. These are;

- Being a champion and advocating for Equality and Diversity throughout College and behaving in a manner that displays British Values.
- Embedding safeguarding into your / your teams working practices and escalating any safeguarding concerns immediately in line with the College’s safeguarding policy. All new employees to the College are required to complete and obtain an enhanced DBS disclosure. Further information will be sent to all prospective colleagues as part of the application process.
- Embedding Health and Safety best practices and ensuring a safe working environment for everyone, according to the Health and Safety at Work Act.
- Modelling and promoting high expectations in and around the College
- Actively participating in your appraisal, contributing to a culture of self-reflection, wellbeing and professional growth
- Representing and promoting the College internally and externally and acting as an ambassador
- Promoting the College’s student first ethos by supporting at College open events to provide a quality experience for perspective students
- Engaging in implementing changes and promoting innovation as this is actively encouraged
- Undertaking other reasonable duties commensurate with the level of your post.

Person Specification

Shortlisting is completed by hiring managers against the Person Specification criteria. Please ensure you demonstrate in your application how you meet the Person Specification criteria outlined below to ensure your application has the best chance of success at shortlisting stage.

	Essential	Desirable
Qualifications		
GCSEs at levels A - C including Maths and English or equivalent	✓	
Level 3 qualification in business, administration or equivalent aligned to aspects of the post, or willing to work towards the qualification		✓
Level 2 ICT or equivalent qualification. In particular Word Processing, MS Databases & Spreadsheets, Word, Excel		✓
A recognised academic qualification or other professional qualification relevant to the role.		✓
Knowledge and Experience		
Excellent organisational and administrative skills	✓	
Competence in IT	✓	
Experience in working with a range of different departments and external parties	✓	
Knowledge of using large business software such as Pro-Solution and Pro-Monitor		✓

Knowledge of exam access arrangement regulations (Joint Council for Qualifications-JCQ)		✓
Knowledge of GDPR rules and regulations		✓
Experience of undertaking measures to assess the quality of processes and procedures		✓
Experience of working with people with Additional Support Needs e.g. disability, learning difficulties, mental health.		✓
Skills and Abilities		
Excellent oral and written communication skills	✓	
Ability to prioritise, manage workload and work to deadlines.	✓	
Ability to work to a high level of accuracy	✓	
Ability to work under pressure	✓	
Highly motivated and proactive approach	✓	
Ability to handle sensitive personal information confidentially	✓	
Good analysis, problem solving and decision-making skills	✓	
Adaptable and willing to show flexibility in changing situations or working with new practices	✓	
Able to work flexible hours and occasional work evening and weekends, when required		✓