



WILBERFORCE
sixth form college

JOB PACK

Exams & Assessment Officer (Maternity Cover)

CLOSING DATE: Friday 5 December 2025, at 9.00am





OUR COLLEGE

Wilberforce Sixth Form College is located on the East side of the City of Hull, and our students come from both Hull and the East Riding of Yorkshire. The College is recognised for its success in serving the needs of the local community, which is a fundamental commitment of the College's governing body.

Wilberforce is not a typical sixth form college. We have a wide-ranging and dynamic curriculum offer at Levels 2 and 3 that supports students' progression. Coupled with our staff's commitment to high quality teaching, support and student experience, students achieve and progress to some fantastic destinations.

The College has extended its work beyond the East of Hull in recent years. We are system leaders, having worked with educational and employment partners both nationally and regionally to improve the quality of education and student experience.

FOR OUR STUDENTS...

Wilberforce Sixth Form College inspires its students to develop a passion for knowledge and a love for learning. Our students receive a truly holistic education that extends beyond the classroom.

In addition to high-quality teaching, they have access to a broad upskilling enrichment programme, employability and workplace links, national and international trips and visits, and an excellence pathway programme.

OUR CAMPUS

We have made significant investment over the last few years, creating first-class facilities for staff, students and the local community.

Our campus is reflective of the wide-ranging curriculum that we offer; it boasts professional standard Engineering, Health & Caring, Hair & Beauty and IT facilities, as well as fully equipped classrooms and teaching spaces.

FOR OUR STAFF...

Wilberforce Sixth Form College is a great place to work. You will join a focussed and driven team, committed to delivering a broad and balanced education for all.

Collaboration is at the heart of our approach and together we work hard to change the life chances for our students.

We invest heavily in staff development and wellbeing support to ensure that staff are equipped to contribute to making Wilberforce College great.

Access a range of benefits including:

- Membership of the Local Government Pension Scheme (LGPS)
- Employee Assistance Programme
- Cycle to Work scheme
- Optional Health Cash Plan
- Staff development opportunities
- Staff wellbeing events
- IT Products

OUR VISION

The College's aim is to be an outstanding College, with an innovative curriculum that supports all students to achieve the best possible life chances.



The three core strategic priorities are:

➤ 1. OUTSTANDING EXPERIENCES

Students have access to a wide, rich set of experiences through the curriculum, tutorial, and upskilling programme.

High expectations of behaviours and attitudes ensure all students develop a strong work ethic, resilience, and determination.

Sustainable growth in student numbers that maintains a vibrant, interactive learning environment, in which students are highly challenged.

A College environment with first class facilities, welcoming, accessible and a place everyone enjoys being in.

➤ 2. OUTSTANDING PROGRESSION

A curriculum that is aligned to local and national priorities that enables all students to progress to their chosen destinations.

Students are equipped with the skills, knowledge and behaviours needed to progress in education and employment – including proficiency in English and Mathematics.

Students are educated and supported to make decisions that ensures their long-term health and well-being.

➤ 3. OUTSTANDING OUTCOMES

A fully ambitious, challenging curriculum that provides students with first rate qualifications.

Aspirational and stimulating teaching and learning that engages all students at all levels.

Stretch and challenge of all groups of students to ensure that all reach their potential, and there are no significant gaps.

A student support framework that proactively removes barriers to learning.

CORE VALUES



WE CONDUCT OURSELVES WITH INTEGRITY AND RESPECT FOR ALL.



WE MAKE STUDENTS' EXPERIENCE CENTRAL.



WE VALUE INDIVIDUALS AND PROMOTE SELF-ESTEEM.



WE WORK AS A TEAM.



WE ENCOURAGE INNOVATION, CREATIVITY AND ENJOYMENT.



WE AIM FOR EXCELLENCE IN EVERYTHING WE DO.

Wilberforce Sixth Form College has a culture of high aspiration and we are committed to providing an outstanding educational experience for all of our students. All aspects of College life are focused on providing students with every opportunity to become independent, motivated and successful individuals who will contribute on an international stage. Success is central to our aims. We have adopted a core values statement. It is our intention that by applying these values and behaviours the College will become outstanding in every area of work.

WHY WILBERFORCE?

By joining Wilberforce Sixth Form College, you will be working for a progressive learning organisation driven by core values and collective mission. You will be joining colleagues to work within a supportive, collaborative, and dynamic team which consistently strives to achieve the best outcomes for our students.

At Wilberforce we believe in providing opportunities for all - both staff and students. Our expectations are high for everyone and we recognise the fact that only through this teamwork can we all achieve our aspirational goals.

If you are looking for a College that will challenge you whilst supporting you, then our CPD package will ensure you develop your skills, whether it be supporting students, teaching in the classroom or as a leader influencing colleagues.

We feel listening to the views of both staff and students is key and therefore we regularly conduct staff surveys to establish individuals views on working at the College and use this as a catalyst for making improvements.

BENEFITS AND ADDITIONAL INFO

We recognise the hard work and dedication of our staff in their commitment to improving the life chances of young people in the community we serve. The employee benefits on offer at the College are reflective of a culture which recognises talent and rewards outstanding commitment to our aims and objectives.

We are proud to offer our staff members the following benefits:

- **Staff Induction:** All employees joining the College are provided with a fully supported induction period
- **Generous Pension Scheme:** Employees can join the Local Government Pension Scheme (LGPS) or Teachers' Pension Scheme. Both schemes offer generous employer contribution rates
- **Employee Assistance Programme:** The College provides an independent free helpline which is available to all staff and their families which provides confidential advice on a wide range of issues including personal, relationships, medical, financial, legal etc. In addition, the College has in house counsellors who will meet staff face to face where requested
- **Cycle To Work Scheme:** Our salary sacrifice scheme enables employees to pay for a bicycle through payroll and save on tax in the process
- **BHSF Health Care Cash Plan:** Through a salary deduction cash plan, employees are able to access healthcare treatment and claim back money from their bills. The cash plan includes 24/7 GP and counselling telephone services and cover for up to four children (under the age of 18) on the policy
- **Gym Memberships:** The College has an open access gym that staff can use before and after the College day. Employees at the College can also access discounted membership at the local Hull City Council gyms
- **Parking:** Access to free on-site car parking
- **IT Products:** Employees can access the full suite of Microsoft software free of charge to use on personal devices
- **Equality, Diversity & Inclusion:** The College is inclusive and embraces diversity
- **Staff Development:** We have a strong commitment to providing training and development in and beyond your current role. We invest substantial time and money in our staff development provisions
- **Family Friendly Policies:** The College adopts occupational Maternity, Paternity and Adoption pay policies from the Sixth Form College's Association

EXAMS & ASSESSMENT OFFICER (MATERNITY COVER)

This post is focused upon meeting the needs of students before, during and after their examinations and assessments. The College offers courses from Foundation to Advanced Level though most of our students are studying Advanced Level. More than half of the students are studying vocational courses, primarily BTEC. We also offer GCSE, A Level, T Level, City & Guilds, NCFE and UAL courses.

Course registrations, examination entries and assessments occur throughout the academic year, although the significant external examination months are November, January and April through to June each year. We also run mock examinations in line with JCQ regulations twice a year.

This temporary post has arisen due to the current Examinations and Assessment Officer taking maternity leave. The examinations administration is supported by a highly developed Management Information System, which is readily accessed by staff and students. The post holder will work closely with the MIS, central admin and external invigilation team.

The Examinations and Assessment Officer will take delegated responsibility for the efficient and effective administration of examination entries, course registrations, mock exams, onscreen testing, NEA processes and submission of final vocational claims to Awarding Bodies. The Officer will manage the examinations timetable and communicate details to all stakeholders in a range of formats that are both accessible and timely. The post holder will ensure that all JCQ and Awarding Body requirements are fully met, and that accurate and detailed records are securely maintained.

The post holder will manage the setting of examinations, timetable examinations, produce seating plans, train the invigilation staff and effectively deploy the team. This will also involve working closely with our Study Support Manager to develop provision for students with additional needs.

Upon release of examination results, the Officer will take responsibility for ensuring that these are provided to students, and that access to the College's support and guidance team is in place for those who need help making appropriate decisions based on their results. This will include individual and course level appeals, and the ordering of student scripts. The Officer will also provide analysis of results data to the Senior Leadership Team and the teaching teams, which will inform the preparation of plans for improvement.

The successful candidate will be supported in achieving appropriate professional qualifications in examinations administration.

Up to 37 hours per week, term time only, plus 8 additional days to be worked during College holiday periods. (Flexible working will be considered as appropriate to the role). Applications from candidates seeking a part-time role will be considered.



JOB DESCRIPTION

Job title:	Exams & Assessment Officer (Maternity Cover)
Responsible to:	Exams, MIS & Administration Manager
Purpose of the post:	To manage examination and assessment process across the College, and to report student achievement and related data.

Role Description:

To be responsible for the development and delivery of the following cross college services:

- External exam registration, entry and certification
- Internal mock examinations
- Online testing programme
- Student achievement data and related management information

Main tasks:

- To be responsible for managing the effective and efficient management and administration of examinations in accordance with the Joint Council for Qualifications (JCQ) regulations and/or awarding body rules for exams administration
- Be familiar with exam regulations as updated and published by the JCQ, understand key dates and deadlines and have in place robust procedures to ensure these are met.
- Actively comply with the JCQ Centre Inspection Service, awarding body or regulatory authority inspections and investigations.
- Provide support, advice and guidance to stakeholders ensuring that the centre is compliant with regulations.
- Contribute to preparing, reviewing, updating and disseminating key documentation and guidance.
- Manage potential conflicts of interest, record the measures taken to mitigate any risk to the integrity of the qualifications affected.
- Work proactively to avoid malpractice among students and staff, taking all reasonable steps to prevent the occurrence of any malpractice/maladministration.
- Ensure the proper and timely administration of examination entries and registrations for funding streams, security arrangements are in place
- Support the implementation of examination access arrangements and reasonable adjustments for eligible candidates.
- Manage the arrangements for the timetabling, rooming, seating, resourcing and invigilation of examinations, effectively resolve clashes and manage overnight supervision arrangements in accordance with the regulations.
- Contribute to the appointment and manage the training of the invigilation team.
- Record and maintain exams data within student records, ensuring accuracy and integrity of data.

- Ensure that all examination results are distributed to students and appear on the Management Information System promptly, manage post results service requests.
- Be responsible for providing accurate examination results and data to SLT, Faculty teams and other relevant groups, specifically on the summer results dates.
- Keep up to date with developments relating to qualification reform, recording achievement data for the DfE, EFSA and awarding bodies which may mean attending training and meetings both internally and externally as deemed appropriate to the job.
- To continue to undertake staff development as appropriate.
- To perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS AND TRAINING		
High standard of English and Maths	✓	
Successful educational experience beyond the age of 16 up to A Level or equivalent	✓	
EXPERIENCE AND KNOWLEDGE		
Knowledge of examination administration and the academic standing of national qualifications	✓	
Experience of registration and entry processes for academic and vocational courses	✓	
Competent in the use of Power BI and other reporting systems		✓
Ability to analyse and interpret key data to inform key leadership decisions		✓
Knowledge of Inspection and quality assurance		✓
Experience of understanding regulations and implementing decisions in relation to access arrangements	✓	
Advanced proficiency in Microsoft Excel	✓	
Ability to learn new systems, particularly IT based systems	✓	
Experience of working in a school or similar environment	✓	
Experience working with the JCQ Centre Admin Portal (CAP) and exam board extranet sites	✓	
SKILLS AND ABILITIES		
Positive approach	✓	
High level of accuracy and attention to detail	✓	
High level of analytical skills	✓	
Professional and cooperative attitude to colleagues and external agencies	✓	
Ability to organise and prioritise own work and work on own initiative	✓	
Flexibility, particularly when deadlines must be met	✓	
Empathy with the 16-19 age group and commitment to the ethos of a Sixth Form College	✓	

HOW TO APPLY

Thank you for enquiring about the post of Exams & Assessment Officer (Maternity Cover) at Wilberforce Sixth Form College. I hope the information in this pack encourages you to apply.

After reading through the details in the attached pack, please:

1. Complete an application form
2. Include a statement in support of application in the space provided on the application form. This should outline why you feel you are suitable for this role. Please limit your statement to two sides of A4.
3. Complete the Safeguarding and Equal Opportunities forms.

Completed applications can be sent by:

- Post (or deliver) to:
HR Office
Wilberforce Sixth Form College
Saltshouse Road
Hull
HU8 9HD
- Email to: personnel@wilberforce.ac.uk

You may send in a CV to support your application but you must still complete the application form in full.

The closing date for applications is at 9.00 am on Friday 5 December 2025.

If you have any questions or queries, please contact the HR Office on 01482 711688 or personnel@wilberforce.ac.uk.

PLEASE NOTE:

Due to the large number of applications we receive it is not possible to contact unsuccessful applicants prior to interviews being held. If we haven't contacted you within 28 days of the closing date you can assume that this time your application has been unsuccessful. We are unable to give feedback to those applicants who have not been shortlisted.



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Email: enquiries@wilberforce.ac.uk Tel: 01482 711688

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