

ADMINISTRATOR / EXAMS COORDINATOR

Location: HMP Spring Hill, Grendon Underwood, Edgcott, Aylesbury HP18 0TL

Hours: 37.5 hours per week, 52 weeks per year

Flexible Working: We welcome applications from those seeking flexible or part time hours

Salary: Up to £21,500 per annum

Apprenticeships: Development opportunities are available through Apprenticeship standards

Reporting To: Education Manager

IN SHORT

Milton Keynes College is recruiting an Administrator / Exams Coordinator to join the Prison Education team on at HMP Spring Hill.

As the Administrator / Exams Coordinator, you will be responsible for maintaining a high level of efficiency throughout the exams process, including invigilating/scheduling exams. This role would suit a well organised individual with excellent administrative skills, experience within a customer service environment and the ability to work well as part of a team and individually. You will provide a high-quality service to both internal and external stakeholders at the prison and the wider College team.

You will work closely with the Education manager and rest of the team, being the main point of contact for exams queries, responsible for maintaining a high level of efficiency throughout the exams process, including invigilating and scheduling exams. Your ability to work on your own initiative is critical for this role and you will need to have a flexible and resilient approach to your work as it will be varied.

Milton Keynes College is looking for a patient and friendly individual who is self-motivated and work well under pressure. If you possess excellent administration and communication skills we would welcome your interest and application for this opportunity.

MK College will treat all applicants fairly and with respect, irrespective of their background, disability or any other individual characteristic. We particularly encourage applications from people with backgrounds which are currently under-represented within Milton Keynes College. All offers made to successful candidates are subject to satisfactory outcomes to a range of pre-employment checks including a Disclosure and Barring Service check (DBS). In addition, security clearance is required for all prison services positions up to Counter Terrorist Check (CTC) level.

OUR BENEFITS

- 25 days annual leave, 3 additional days leave for Christmas to New Year closure and UK Bank Holidays (entitlement will be pro-rated for part-time employees)
- Generous Pension Scheme
- Professional development opportunities, including professional qualifications
- Employee Assistance Programme (EAP) accessible 24 hours per day, 365 days per year
- A variety of amazing discounts with NUS Card
- Employee wellbeing platform with options to book free activities

MAKE A DIFFERENCE

In this role, you will:

- Take responsibility for administrating awarding body entries, exams, special requirement applications, dealing with coursework, estimated grade paperwork, checking papers and other materials required.
- Assist in arranging tests and examinations in the College including organising examination rooms, invigilators, ordering and checking papers.
- Support the development of processes and procedures within the education department.
- Assist the management team with the collation of student achievement statistics
- Carry out general administrative tasks to ensure the efficient operation of the department.
- Produce various reports as required to ensure the smooth and efficient operation of the department.
- To deliver a range of Maths/English and IT initial assessments to support the identification of students learning goals within the prison.
- To work in partnership with appropriate prison departments to support a seamless multi-disciplinary induction process for all new prisoners, supporting the recruitment of students to undertake education.
- Undertake examination invigilation in line with College policies and awarding body regulations.
- Support the setting up of student files and individual learning plans (ILPs) according to the Prison Education Framework and Milton Keynes College systems, processing applications and enrolments to education classes.
- To liaise with curriculum areas to support student progression.
- Raise, maintain and despatch paper based/electronic student records in line with prison and College requirements.
- Liaise with other areas of the prison or College and represent the education department to other areas
- Support the Education Manager and team by facilitating the procurement of resources and maintaining appropriate records.
- Undertake development and training to further your own operational competence, including prison specific mandatory training, and to become involved with relevant staff development activities within Milton Keynes College.
- Optimise learner success by supporting the provision of high quality learner experiences.
- Identify, recommend and contribute to appropriate staff training for other members of the team.
- Be aware and fully committed to Milton Keynes College's Regulations, Strategy and Objectives to work together to advance Equality, Diversity and Inclusion and support the challenging of racism, prejudice and inequality, wherever it is found.

This job description is just a guide; you'll be expected to be flexible and perform any other duties as reasonably required of you by your manager and your role is likely to evolve and develop over time. In all your duties, you will be required to take reasonable care of yourself and ensure the safety of our students, your colleagues and other people with whom you come into contact at the College.

IT'S ALL ABOUT YOU

Building

Fairer Futures

KNOWLEDGE, EXPERTISE & QUALIFICATIONS	<ul style="list-style-type: none"> • Good basic general education including GCSE (or equivalent) in Maths and English at Grade C or above. • Proven experience in an administrative role. • Proven customer service experience.
IMPACT	<ul style="list-style-type: none"> • Working with students who may have little experience of education and training.
QUALITY	<ul style="list-style-type: none"> • Working with word processing, spreadsheets, databases, email and internet systems. • Ability to plan, communicate and problem solve effectively. • Good communication skills, both written and verbal.
RESPONSIBILITY	<ul style="list-style-type: none"> • Provide administrative support to the Education Manager and the team as appropriate. • Support student success through the provision of initial induction and the initial assessment of students to inform enrolment onto appropriate programmes of learning. • Act as part of the examination invigilation team.
RELATIONSHIPS & REPUTATION	<ul style="list-style-type: none"> • Open/Reflective/Self-managing • Enthusiastic and self-aware • Team focussed • Reliable, adaptable and dependable • Able to motivate self and others
VISION & DIRECTION	<ul style="list-style-type: none"> • Willingness and ability to assume responsibility and to see through detailed tasks. • Commitment to students and students' success.

ABOUT US

Welcoming those who want to learn and improve, we focus on meeting individual needs. The College is at the heart of the city's economic vision and community strategy, in addition to being a major employer with over 1,000 people working with us. We build and nurture strong partnerships with the wider community and local businesses with an interest in making the Milton Keynes College Group a safe, innovative and inspiring place in which to learn and work. We are proud to offer an open and inclusive education experience to learners of all levels and backgrounds, with over 3,000 16-19 year olds currently studying with us and a total student population of over 8,000. We offer a broad variety of qualifications, including vocational courses, apprenticeships, higher education, professional certificates as well as employability skills and community training.

Founded on the principle of Further Education's ability to transform lives through learning, we're proud to create an environment that attracts the best staff and students from Milton Keynes and the surrounding areas and supports education in Prisons nationally. The value we gain from the diverse communities we serve is immeasurable. We want all our staff, students and learners to feel they are an integral part of the College and together we will create an inclusive culture where everyone can contribute to College life and our collective knowledge and growth. When applying for a role at the College, you can expect the same level of commitment towards diversity and inclusion as you'll experience when you've started with us. We treat all our applicants fairly and with respect, irrespective of their background, disability or any other individual characteristic. We particularly encourage applications from people with backgrounds which are currently under-represented within Milton Keynes College.

Code Makers Academy is a subsidiary of Milton Keynes College and is the delivery arm of the South Central Institute of Technology. The South Central IoT is a consortium of prestigious partners led by Milton Keynes College. Anchor partners include Microsoft, McAfee, Evidence Talks, Activate Learning, Cranfield University and KPMG.

The College is also a national provider of education services in prisons across the country. For nearly 30 years, we have worked with offenders in both custody, the wider community and currently work with 19 prisons across England; this includes 13 prisons, which make up the Long Term High Security Estate, and 6 category B, C & D men's prisons.

Milton Keynes College is a committed safer recruitment employer in line with Keeping Children Safe in Education (KCSIE). We take extreme care in ensuring the safety and welfare of children, young people and vulnerable adults. **All offers made to successful candidates are subject to satisfactory outcomes from a range of pre-employment checks including a Disclosure and Barring Service check (DBS). In addition, security clearance is required for all prison services positions up to Counter Terrorist Check (CTC) level.**