

As one of the leading colleges in the UK, with significant strengths in health and social care, engineering, creative industries, construction, catering and digital, Northampton College is an inspiring place to work.

Our students come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our organisation stronger. Why not join our dedicated team as an **Examinations and Planning Manager?**

Job Title	Examinations and Planning Manager
Ref No.	ME2425178
Department	MIS (Management Information Systems)
Reporting to	Director of MIS (Management Information Systems)
Responsible for	MIS and Examinations Coordinators External Invigilators
Location	Northampton, Booth Lane Campus
Salary	In the range of £50,587 - £58,203 per annum Starting salaries will normally be aligned with the first point in the grade for the role. Only in exceptional circumstances, as determined by the College, will appointment to a higher point be considered. If you have any queries regarding the College's policy on this, please contact the recruitment team prior to submitting your application.
Hours	37 hours per week, 52 Weeks per year
Contract Type	Permanent

We are committed to the safeguarding and welfare of all our students, we follow safer recruitment statutory guidance (Keeping Children Safe in Education).

If you are successful, you will be required to complete thorough pre-employment checks, including an enhanced DBS check and satisfactory references. All applicants must have the right to work in the UK at the time of application, as the College does not hold a sponsorship license.

REWARDS AND BENEFITS

As well as a great salary and friendly team you will also receive:

- ▶ 46 days annual leave, comprising 35 personal days, pro rata (1 September – 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year
- ▶ Discounts through membership of the NUS and Blue Light Card - ranging from Amazon Prime to eating out, fashion, beauty, entertainment and more.
- ▶ Eligible to join the Local Government Pension Scheme (a defined benefit scheme including an employer contribution rate of 22%)
- ▶ Access to continued professional development
- ▶ Free parking and access to electric vehicle charging
- ▶ Multi gym and sports hall
- ▶ Confidential Employee Assistance Programme, offering a confidential phone line, a website and a downloadable app
- ▶ Access to the College's Wellbeing Hub
- ▶ Enhanced family friendly policies
- ▶ Generous sick pay and compassionate leave scheme
- ▶ Discounted hairdressing and beauty therapy treatments in our training salons (The Salon NC).



Job Description

Role Purpose

To manage the operational planning and delivery of examinations, timetables and registers within the College. Ensuring the efficient and effective management of all processes related to external examinations and non-examination assessments (NEAs), in full compliance with Joint Council for Qualifications (JCQ) and awarding body regulations, as well as the College's Examinations Policy. The role includes direct responsibility for managing the examinations for the Sixth Form general qualifications to maintain strong operational knowledge. The postholder will take responsibility for development, co-ordination, and central management of timetables, including training and supporting curriculum teams. To work collaboratively with cross-college managers to contribute effectively to the College's overall objectives and support the implementation of corporate and operational priorities.

Main Duties and Responsibilities

1. To lead and manage the MIS and examination coordinators team, with integrity, and in accordance with relevant College policies, to ensure that staff are fully engaged and produce good results through motivational performance management. To lead on the selection of appropriate talent to fulfil the department's requirements. To support induction training and fulfil probation processes and procedures. To ensure that performance management of all staff in the area is regularly monitored and reviewed, and staff are appropriately supported to achieve high levels of performance against agreed College indicators and targets.
2. To lead and manage for all examinations/assessment activity across the College, ensuring robust and compliant delivery of all aspects of the examinations process. This includes the timely and accurate registration and entry of candidates, creation and management of seating arrangements, and full adherence to Joint Council for Qualifications (JCQ) and awarding body regulations. The postholder will also be responsible for coordinating and completing awarding body checkpoints with precision to ensure College and awarding body systems are aligned, enabling accurate, timely, and secure certification.
3. To be responsible for the recruitment, training, deployment, and ongoing management of a pool of external invigilators, ensuring full compliance with JCQ and awarding body regulations. Ensure all invigilators are appropriately trained, supported, and monitored to maintain the integrity and smooth delivery of all examinations across the College.
4. To lead the creation, annual review, and amendment of the College's Examinations Policy, ensuring it remains compliant with JCQ and awarding body regulations. This includes maintaining and monitoring the conflict-of-interest log and ensuring appropriate actions are taken to uphold the integrity of the examinations process.
5. To be responsible for the examinations for the Sixth Form provision who operate AS and A2 general qualifications to ensure detailed understanding of systems and processes.
6. To manage the development, coordination, and ongoing maintenance of timetables across the College. This includes delivering training and guidance to curriculum teams during the initial input phase, supporting them through the review process, and assuming central control of all timetable changes thereafter. The role ensures that the timetable model is accurately implemented, aligns with curriculum delivery, and underpins audit, attendance, and staff utilisation requirements.
7. To provide essential support, advice and guidance to senior managers and curriculum teams across the College.

8. To thoroughly check and provide auditors with the required documentary evidence promptly ensuring any actions are addressed.
9. To maintain expert knowledge of JCQ and awarding body regulations to ensure full compliance in the planning and delivery of examinations, while also maintaining an understanding of the Individualised Learner Record (ILR) specification and funding regulations across all funding streams, including those set by the DfE and OfS, ensuring staff are kept informed of relevant updates and requirements.
10. To improve workflows, oversee data processes, and provide relevant information to support effective curriculum planning.
11. To prepare reports, statistics, and statutory returns, as required by Governors and external agencies.
12. To carry out examination invigilation duties as required.

Person Specification

	Essential	Desirable
Education	<ul style="list-style-type: none"> English and maths GCSE grade C/4 or above/willingness to obtain, or equivalent skill level. Degree or equivalent level in a relevant technical and/or numerate discipline or demonstrable equivalent industry experience. 	
Knowledge	<ul style="list-style-type: none"> Expert Knowledge of JCQ and awarding body examination regulations Contemporary and expert knowledge of Management Information Systems (MIS) and the procedures necessary for the collection and processing of required data within General Data Protection Regulations (GDPR) legislative frameworks Understanding of, and commitment to, the principles of equity, inclusion and belonging Understanding of the principles of safeguarding young people and vulnerable adults in an educational setting Thorough understanding of the principles of data protection 	<ul style="list-style-type: none"> Knowledge of College funding and audit requirements
Skills	<ul style="list-style-type: none"> Ability to analyse information and make decisions quickly. Ability to effectively communicate in writing, verbally, and through active listening with a diverse group of colleagues, students and stakeholders. Ability to use a range of Information Technology (IT)/Information Communication Technology (ICT) systems, including Microsoft Word, Excel, and Outlook Ability to manage and prioritise multiple tasks through to completion within prescribed deadlines. High levels of attention to detail and accuracy Ability to provide a responsive and professional level of customer service at all times 	
Experience	<ul style="list-style-type: none"> Experience of leading, managing, motivating and building a successful team Experience of the Further Education (FE) sector and an understanding of funding methodologies Experience of creating, developing, and implementing systems which have a clear benefit to the customer and the business. Experience of analysis of complex data and automation of workflows Experience of interpreting and disseminating complex data to diverse audiences 	

	Essential	Desirable
Attributes	<ul style="list-style-type: none"> • Strong work ethic: exhibits dedication and diligence in carrying out responsibilities with a commitment to excellence. • Collegiate: works well within a team environment, cultivating a collaborative and cooperative approach • Enthusiastic and innovative: displays a positive attitude and creative mindset, contributing fresh ideas and solutions. • Adaptability and reliability adapts easily to changing situations and is dependable in fulfilling commitments. • Priorities the needs of the team, customer, and the organisation • High degree of integrity and honesty • Empathetic: demonstrates thoughtfulness towards others • Resilience: able to recover from setbacks quickly • Self-motivated: demonstrates initiative, positivity, and a proactive approach • Positive role model for students 	

GENERAL

You will be required to undertake such other duties appropriate to the grade and nature of the work as may reasonably be required of you. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Your duties will be set out in this job description but please note that the College reserves the right to update your job description from time to time to reflect changes in, or to, your job.

Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description. You will be consulted about any proposed changes via either collective or individual consultation.

You will be required to have a flexible approach to work, working outside your normal working pattern when reasonably required to do so, including, for example to support College open events. You will have the ability to travel effectively, for example to other College campuses.

You will be required to ensure all safeguarding and student welfare duties and responsibilities are fully met and that you adhere to the relevant College policies and procedures.

You will be required to adhere to, and promote, the College's values of respect for each other, dignity, diversity and equal opportunity, enabling the continual evolution of a culture of inclusion, where diversity and difference is embraced and open, positive discussion is genuinely valued.

You will be responsible for ensuring compliance with the General Data Protection Regulation (GDPR) and for handling all personal data in accordance with applicable data protection laws and College policies and procedures.

You will be required to participate in the College's Employee Performance and Development process and to undertake any professional development activity/training required.

You will be required to fulfil your health and safety responsibilities for your own health and wellbeing and that of others within the College.

