



Gloucestershire College is advertising this role on behalf of Gloucestershire Professional Services (GPS).

About the Role – Employment Details

Post Number	A176
Job Title	Deputy Exams Manager
Salary	£35,487.81-£36,501.41 per annum
Contract Type	Permanent / Full Time
Campus	Cheltenham/Gloucester/Cinderford
Department	Student Programmes Office (SPO)
Reporting To	Operations Manager (Exams)
Holiday	32 days holiday, plus Christmas closure and Bank Holidays
Pension	People's Pension

About the Role – Meet the Team

Gloucestershire Professional Services (GPS) is seeking an experienced exams professional to join the team at Gloucestershire College.

In this key role, you will support the Operations Manager in delivering a professional, compliant and customer-focused examinations service across the College's three campuses. You will help lead the day-to-day operations of the Exams Office, line manage a team of Exam Invigilators, provide guidance and support to the Exams Team, and ensure all examinations are administered securely, accurately and in full compliance with JCQ and awarding organisation regulations.

This is an excellent opportunity for an experienced examinations professional with strong organisational, leadership and problem-solving skills. You will thrive in a fast-paced environment, confidently manage competing priorities, and be committed to providing an outstanding service to both students and staff.

As Deputy Exams Manager, you will also deputise for the Operations Manager when required, helping to ensure the smooth and effective running of the examinations service at all times.

About the Role – Duties and Responsibilities

Key Responsibilities

Examinations Planning and Administration

- Support the Exams Manager in the planning, administration and delivery of examinations and assessments across the College, ensuring compliance with JCQ, awarding body and College regulations.



- Coordinate examination entries, registrations, amendments and achievement claims, ensuring deadlines are met accurately and efficiently.
- Maintain accurate examination records and ensure documentation is secure, up to date and audit-ready.
- Support the implementation and continuous improvement of examinations policies, procedures and systems.

Examinations Delivery

- Oversee the day-to-day operation of examination series, including timetabling, rooming, candidate communications and the secure handling of examination materials.
- Ensure examinations are conducted in accordance with regulatory requirements and respond to operational issues as they arise.

Compliance and Student Support

- Coordinate approved access arrangements and special consideration applications, working closely with Learning Support and curriculum teams.
- Provide advice and guidance to students and staff on examination procedures, regulations and processes.
- Support compliance activities, including preparations for inspections, audits and quality assurance reviews.

Invigilation

- Supervise, train and deploy Exam Invigilators, ensuring examinations are conducted in accordance with regulatory requirements.

Results and Data Management

- Assist with the processing and publication of examination results, post-results services and the distribution of certificates.
- Maintain accurate examination and achievement data and support reporting requirements.

Stakeholder Engagement

- Build effective working relationships with curriculum teams, support services, awarding organisations and other stakeholders to ensure the smooth delivery of examinations.
- Contribute to the ongoing development of the examinations service and provide support across campuses as required.

General

- Deputise for the Exams Manager as required, ensuring continuity of service and the effective operation of the Exams Office.



About You

Our Shortlisting Criteria

Essential	<ul style="list-style-type: none"> · Experience in Exam administration, preferably in a Further Education or similar educational environment. · Knowledge of awarding body regulations and examination procedures (e.g., JCQ, Pearson, City & Guilds, Pearson). ·
Desirable	<ul style="list-style-type: none"> · Experience with student data management systems (e.g., ProMonitor, SIMS). · Formal qualifications related to examinations administration or education management. · Experience of leading on JCQ inspections · Experience of managing staff in a busy exams office environment. · Experience of exam timetabling and facilitating access arrangements

The Perfect Person for us will demonstrate

Abilities	<ul style="list-style-type: none"> · Proficient IT skills, including use of exam management systems and Microsoft Office. · Excellent written and verbal communication skills with the ability build relationships at all levels. · Ability to interpret and apply complex regulations and make sound operational decision. · Ability to work independently and as part of a wider management team.
Job Circumstances	<ul style="list-style-type: none"> · Able to travel between college sites (if required) · Undertake any training required for the role · Enhanced DBS check will be required.

About the College – Our Expectations

- Take an active part in the Professional Development Conversations (PDC)
- Engage with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy
- Actively promote the College's Equality and Diversity Policy
- Actively promote the College's Safeguarding Policy and Practices
- Support the College's sustainability policies and recognise the shared responsibility of carrying out duties in a resource efficient way





- Participate in enrolment
- Participate constructively in college activities and to adopt a flexible approach to your work.
- Undertake a first-aid qualification and participate in the first aid rota, as required.
- Undertake any other relevant duties as specified by your line manager commensurate with the level of this post

Safeguarding

At Gloucestershire College, we are committed to promoting the welfare and safeguarding of our young people and vulnerable adults. The College expects all students, staff and visitors to share this commitment. Safer recruitment practices are an essential part of this commitment.

If shortlisted, you will be required to complete a self declaration of any criminal record or other information that may make you unsuitable to work with children. This includes explaining any gaps in employment. Applicants will be required to disclose any cautions, convictions, reprimands or final warnings in line with the Rehabilitation of Offenders Act. The College is committed to the fair recruitment of ex-offenders in line with its policy and legal responsibilities.

Candidates will be asked to provide evidence of their right to work in the UK. Satisfactory references and online searches will also be completed as part of the safer recruitment process. The online search reviews publicly available information, including social media, to identify any concerns that may require further discussion. References may be requested either before interview, with consent, or following an offer of employment.

All successful applicants will be required to complete an enhanced DBS check appropriate to the role.