

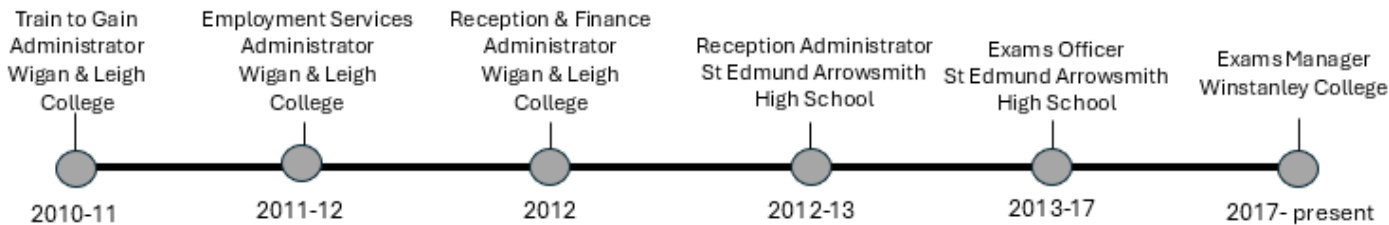
PROFILE

Exceptional organisational and time management skills, with the ability to problem solve and prioritise tasks effectively whilst working to strict deadlines. I have a strong attention to detail, with the proven ability to exceed targets, improve functions, and introduce processes to ensure continuous high performance and delivery.

KEY SKILLS

- Leadership and team management
- Organisation and high attention to detail
- Budget management
- Interpersonal skills
- Process improvement and operational streamlining

EMPLOYMENT HISTORY



CURRENT EMPLOYMENT KEY DUTIES

- Manage staff in the exams function, including co-ordinating a team of approx. 40 invigilators, ensuring all are trained and tested annually to achieve compliance with exam board regulations
- Responsible for ensuring over 2000 students are registered with the appropriate Awarding Organisation for the correct qualification and level according to their chosen courses
- Ensure that students who require special arrangements and special consideration receive appropriate support during exams and assessments, including liaising with Awarding Organisations and universities
- Manage a budget of approx. £500,000 effectively by setting financial priorities and operating to strict exam board deadlines
- Provide thorough advice and clear guidance to staff, students and parents regarding all aspects of the exams process
- Maintain and improve the exams information system to ensure the technology is used effectively and appropriately to streamline operations and improve delivery
- Compile reports and procedural information for distribution to relevant personnel or to assist with Awarding Organisation investigations

TECHNICAL SKILLS

- Excel
  - Word
  - Power Point
- Publisher
  - Outlook
  - Unit-e
- Cedar
  - Filemaker
  - SIMS

QUALIFICATIONS

Establishment name	Year	Qualification	Awarding Body
Wigan & Leigh College	2011-2019	Business Administration NVQ 4 Business Administration NVQ 3 Business Administration NVQ 2	Pearson Pearson Pearson
Deanery Sixth Form College	2008-2010	Public Services BTEC Level 2 Art & Design GCE – C	Pearson AQA
Deanery High School	2003-2008	Art & Design GCSE – A D&T Textiles GCSE – B English Language GCSE – B English Literature GCSE – B Science (Double Award) GCSE – BC Mathematics GCSE – C Info & Comm Tech GCSE - C	AQA AQA AQA AQA OCR AQA AQA

REFERENCES

Available on request