

### Job Description

<b>Job Title</b>	Exams and Cover Officer
<b>Grade/Salary</b>	Grade 6 (Scale Point 12 - 17)
<b>Reporting To</b>	Deputy Headteacher

#### **Job Purpose**

- To lead and manage all aspects of examinations organisation, entries and results arrangements in the school;
- To be responsible for the examination entries and liaise with key staff on examination processes, including entries, exam board requirements and exam timetables;
- To work with SEN team on requests for special arrangements and considerations;
- To be responsible for day to day cover arrangements, for unplanned absences.

#### **Key Responsibilities and Accountabilities**

##### **The post holder will:**

##### **Exams responsibilities**

- Manage the examinations process and lead all aspects of the work, preparation and support involved in administering Exams;
- Be responsible for the School fulfilling its duties under Exam Board regulations, ensuring Senior Leaders are aware of any concerns or issues that Exam Boards may need to be aware of;
- Maintain a high level of knowledge around Examination requirements, undertaking relevant CPD, as required;
- Liaise with subject leaders to ensure an efficient and effective exam management system;
- Be responsible for all administration concerning examinations, including the operation of the MIS exams software and the organisation and conduct within the exam room(s);
- Be responsible, under the direction of the SENCo, for ensuring any Special Arrangements (Access Arrangements) are in place and communicated;
- Ensure all exam papers are held securely and confidentiality, both on reception to the school and when returning for marking;
- Ensure the accuracy of examination entries and arrangements for recording coursework, in line with Exam Board requirements;
- Co-ordinate, recruit and train the team of casual Exam Invigilators;
- Liaise with relevant external organisations to ensure the smooth running of exams;
- Liaise with relevant Admin staff managers to ensure that the exams process is fully supported and runs effectively;
- Ensure good and regular communication between the Senior Leader team, particularly at key periods;
- Support the examination results process for pupils, including arrangements result days, presentation events and distributing certificates;
- Produce and distribute exam timetables and make relevant practical arrangements;
- Provide advice, guidance and information to teaching staff on exam processes and procedures;
- Act as point of contact between teaching staff and the Exam Boards, as required;

- Act as first point of contact for queries or complaints regarding the examinations processes.

### **Cover responsibilities**

- Manage and administer the day-to-day 'cover' arrangements ensuring that unplanned and planned absences are covered;
- Allocate work across the Cover Supervisor team;
- Update cover systems to ensure that leave and absences records are accurate;
- Provide data/information on absences, when required, to senior leaders;
- Liaise with outside agencies if required for external supply teachers;
- To assist cover supervisors/other colleagues who provide cover.

### **Responsibilities for people (line management)**

- As above.

### **Responsibilities for Resources**

- Effective use of materials and resources;
- Secure storage of exam papers and materials.

### **Responsibilities for Budgets**

- None.

### **Performance Management and Review**

- Objectives and professional development plans will be balanced between the Trust, personal and school-focused objectives and will be formally agreed with your line- manager at the start of the review period. Ongoing support and monitoring will be provided through regular 1:1s, peer support, and external mentoring or CPD where required;
- The annual appraisal process will be used to assess performance against agreed objectives and professional development plans in accordance with the Trust Performance Management Policy.

### **Core responsibilities and duties**

#### **All postholders are required to:**

- Ensure that you understand and comply with the Trust Health and Safety Policy by following the relevant procedures that are in place;
- Read, uphold and promote the safety and well-being of pupils as set out in the Trust safeguarding procedures;
- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct;
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, data protection and confidentiality, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall vision and values of the Trust;

- Appreciate and support the role of other professionals;
- Work effectively as part of team;
- Attend relevant meetings, as required;
- Participate in training and other learning activities and performance development as required;
- Treat all users of the school with courtesy and consideration;
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all;
- Be proactive in seeking appropriate advice and guidance where required;
- Flexible and willing to work between different sites as required.

**The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.**

### Person Specification

No.	Categories	Essential or Desirable	Assessed by:	
			App Form	Interview or Task
<b>Qualifications</b>				
1.	5 or more GCSEs at Grade 4/Grade C or higher, including English and Maths (or equivalent grades/qualifications);	E	✓	
2.	Education to degree level or equivalent relevant experience;	D	✓	
<b>EXPERIENCE</b>				
3.	Experience of administering public exams;	E	✓	✓
4.	Experience of JCQ and examination processes;	E	✓	✓
5.	Experience of working to deadlines;	E	✓	✓
6.	Experience of working to regulatory frameworks;	D	✓	✓
7.	Experience of managing a small team;	D	✓	✓
8.	Experience of basic technology, PC, internet, MS Office packages;	E	✓	✓
9.	Customer service experience/ Experience of dealing with a wide range of stakeholders;	E	✓	✓
10.	Significant experience in an administrative role;	E	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
11.	Work as an effective team member and apply directions/instructions;	E	✓	✓
12.	Good working knowledge of relevant policies/codes of practice legislation;	D	✓	✓
13.	Ability to work consistently, prioritise and delegate appropriately, to handle pressure and to work to deadlines;	E	✓	✓
14.	Strong analytical, planning and organisation skills;	E	✓	✓
15.	Understanding of equal opportunities issues and the need to make reasonable adjustments, where required;	E	✓	✓
16.	Able to interpret information and data;	E	✓	✓
17.	Able to accurately input and prepare statistical information in various formats as directed;	E	✓	✓
18.	Able to communicate effectively, both orally and in writing, with pupils, staff and other partners, including senior leaders;	E	✓	✓
19.	Evidence of sound judgment skills;	E	✓	✓
20.	Able to use initiative and develop creative and imaginative solutions to solve problems;	E	✓	✓

No.	Categories	Essential or Desirable	Assessed by:	
			App Form	Interview or Task
21.	Able to seek support, when required;	E	✓	✓
<b>PERSONAL QUALITIES</b>				
22.	An excellent record of attendance and punctuality;	E	✓	
23.	Reliability, integrity and stamina;	E	✓	
24.	Respect confidentiality;	E	✓	✓
25.	Commitment to personal development and learning;	D	✓	✓
26.	Think clearly in emergency situations.	D	✓	✓