**[http://www.westnorfolkacademiestrust.co.uk/images/WNAT%20logo2.jpg](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCIvzgNHJ-8gCFQFTGgod_fMEPg&url=http://www.westnorfolkacademiestrust.co.uk/schoolpolicies.html&psig=AFQjCNGv0XeLZlIaf3ZMRvHfV5vI2kZasQ&ust=1446891639482155)**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **School/College:** | **Smithdon High School** |
| **Job Title:** | **Exams Officer/Cover Manager** |
| **Grade:** | **Scale F, Pts 22 – 25 (£21,074 - £23,111 FTE PA, Based on a 37 hour week) (£10.92 - £11.98/hour). Please note that salary will be pro rata.** |
| **Hours/weeks:** | **37 hours per week, 39 weeks per year** |
| **Responsible to:** | **Headteacher** |
| **Working With:** | **Invigilators**  **Cover Supervisors/Supply Agencies**  **Teachers** |

**Purpose of the Job**

To ensure the smooth, compliant running of the exams department. To organise daily cover arrangements for absent teaching staff.

**Responsibilities**

* Manage cover for absent staff on a daily basis.

* Contribute to the recruitment & training of cover supervisors.
* Liaising with all staff, e.g. heads of department regarding estimated and exam entries.
* Disseminating information, answering enquiries and dealing with complaints regarding external examinations with staff, students and parents/carers.
* Submitting entries for external examinations to awarding bodies in advance of deadlines.
* Organising SEN provision, including liaising with the SEN coordinator regarding candidates with SEN.
* Managing the daily running of external examinations. This will include ensuring that all required materials are in the examination rooms for the start of the examinations and arrangements for candidates with special educational needs are in place.
* Organising exam materials, providing safe custody of and organising examination stationery and materials, including question papers, in accordance with regulations.
* Organising the examination rooms, in accordance with regulations.
* Providing a centre timetable to include dates, times, venues and number of candidates.
* Resolving examination clashes in accordance with regulations.
* Briefing candidates on examination regulations and producing written guidelines and procedures for staff and students; ensuring candidates are aware of their own examination timetables.
* Collecting and despatching worked scripts and controlled assessments in accordance with the regulations.
* Arranging invigilation, including briefing and training invigilators in school procedures and exam board regulations.
* Being present and available in school on the days when results are notified, and overseeing the distribution of results to candidates.
* Producing analyses of examination results as soon as practicable.
* Producing statistics on examination entries and results for the headteacher/principal, senior management team, governors, LA, DfE, etc.
* In conjunction with the Data Manager, checking DfE and other examination statistics before publication.
* Overseeing the checking and distribution of certificates.
* Processing enquiries about results and requests for return of scripts.
* Ensuring that costs of retakes are reimbursed by candidates/departments, as appropriate.
* Encouraging a positive examination culture in the school to which all staff and students subscribe.
* Keeping up to date with the requirements of the role. Ensuring attendance at appropriate awarding body and other INSET training meetings and keeping up to date with the latest procedures and regulations for external examinations.
* Making external examination arrangements for private candidates when applicable.
* Making arrangements for internal examinations, including the production of the timetable, rooming and invigilation.
* Any other reasonable duties as commensurate with the grading of the post.
* Managing staff, be responsible for the management and supervision of invigilators

**Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary. This Job Description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the Academy’s financial regulations.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Criminal Records Bureau.

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications** | **Essential** | **Desirable** | **How assessed** |
| Level 2 English |  | **🗸** | Appl/Ref |
| Level 2 Maths |  | **🗸** |
| Level 3 qualification |  | **🗸** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Experience and Skills** | **Essential** | **Desirable** | **How assessed** |
| Experience of working with young people |  | **🗸** | Appl/Int/Ref |
| Highly ICT literate – able to use the internet, database, MIS systems, Microsoft Office package and e-mail | **🗸** |  |
| Experience in prioritising and managing workload | **🗸** |  |
| Experience of working to immovable deadlines | **🗸** |  |
| Experience of working accurately with great attention to detail | **🗸** |  |
| Experience of supervising others |  | **🗸** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal qualities** | **Essential** | **Desirable** | **How assessed** |
| Good organisational and time management skills | **🗸** |  | Appl/Int/Ref |
| A methodical approach to tasks | **🗸** |  |
| Calm attitude and ability to work under pressure | **🗸** |  |
| Good written and verbal communication skills | **🗸** |  |
| Able to relate well to school staff, candidates of all abilities, parents and carers | **🗸** |  |
| Able to maintain confidentiality | **🗸** |  |

Appl = Application form Int = Interview Ref = Reference