

ST TERESA'S EFFINGHAM

DAY & BOARDING SCHOOL FOR GIRLS

JOB DESCRIPTION – Examinations Officer & Cover Manager

The Examinations Officer will report to the Assistant Head (Academic). This role is an administrative role, working term-time only, plus 2 weeks during August, to support both the GCSE and A-level results period. There is some flexibility on this and can involve some home working during this time.

Examinations Officer responsibilities:

- To support the Head of centre in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times.
- To be responsible for the management and administration of internal and external examinations in order to ensure their smooth running, and compliance with all current procedures and regulations, reporting to the Assistant Head (Academic).
- To ensure all procedures are in place as required by Exam Boards and to oversee annual inspections.
- To work closely with all relevant senior staff to ensure they are fully briefed on regulations and procedures as appropriate.
- To oversee arrangements for the running, conduct and administration of external and internal examinations, orals and practicals, including the preparation of the timetable and staff invigilation.
- Liaison with Heads of Department with reference to candidate entries, syllabus and all other requirements.
- To be responsible for the transmission of other data (NEA marks, special considerations, amendments and withdrawals).
- To be responsible for the examination entry procedures/fees.
- To ensure that conduct of examinations and results are efficiently administered and dispatched.
- To be responsible for checking receipt and accuracy in numbers and dates/times of examination papers.
- To be responsible for beginning and ending public examinations and for the running of the public examinations including any special arrangements for speaking, listening and practical's.
- To be responsible for the security of examination papers.
- To plan for candidates that may have a clash in their examination timetable.
- To liaise with the Heads of Year, SLT, SENCO regarding special considerations, access arrangements (including liaison with IT support for the provision of appropriate ICT facilities) and any other requirements related to the smooth running of the examination system.
- Assist Heads of Year and relevant staff in briefing students on examination procedures and conduct and produce guidelines for staff and students.
- To manage malpractice and irregularities reports to the Exam Boards.

- To co-ordinate all invigilation arrangements, including planning and delivering yearly training sessions for relevant staff.
- To be responsible for providing Senior Leadership with provisional timetables for summer exams so that exam leave dates can be decided.
- To produce timetables and statements of entry for staff and pupils.
- To ensure all exam rooms comply with JCQ regulations, plan exam accommodation for students with specific Access Arrangements, work with Facilities team to ensure correct seating in main exam hall and any other exam rooms required, prepare seating plans and labels for each public exam.
- To be responsible for downloading public examination results.
- To be responsible for 'Access to Scripts' and 'Enquiries About Results' processes, for receiving and distributing certificates.
- To set up the timetable for internal school exams – end of year examinations, Sixth Form assessment cycles and Mock examinations and deploy staff.
- To ensure that relevant examination information is published to staff, students and parents.
- To attend network meetings with other Examination Officers and as organised by the Boards.
- Attendance at school to administer GCSE and A level results release and deal with post exam enquiries.
- Liaison with Examination Boards.
- The nature of the work will sometimes involve the postholder carrying out work outside of normal working hours and the school would require flexibility during the exam season.

Cover Manager responsibilities:

- Responsible for the efficient coordination of daily staff cover. Working closely with teaching staff to ensure minimal disruption to students' learning.
- Oversee input of staff absences into school information systems.
- Co-ordinate daily cover rota, ensuring all timetabled lessons are supervised, including deployment of staff across the school
- Monitor staff absence with the support of HR and the Assistant Head (Academic).

Additional Duties:

- Any additional duties the Head deems appropriate to undertake.
- To support the Schools values of Faith, Character, Intellect, Compassion and Community.
- To set a good example to the students at all times, including in matters such as dress code and moral conduct.
- To be committed to safeguarding and wellbeing of all pupils at all times.

Person Specification:

Skills/Abilities:

- Experience of working to strict deadlines, handling sensitive data, adhering to statutory requirements, using Microsoft Office 365 applications.
- Experience in examination procedures and processes, be able to prioritise your own workload and have a willingness to undertake further training relevant to the position and good problem-solving skills.
- The ability to work in a creative way, showing flexibility in unplanned situations.
- The ability to work independently and use own initiative.
- The ability to prioritise workload and work under pressure, without direction.

Knowledge:

- Knowledge of schools' examination system
- Knowledge of Microsoft Office
- Knowledge of Examinations and Assessment procedures and regulations

Experience:

- Experience of managing workloads, supervising invigilators and working as part of a team.