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Job Title: Examinations and Cover Officer

Location: Carlton le Willows Academy

Salary:

Hours of Work: 37 hours per week (minimum term time + 2 weeks, up to all year round)

Responsible to: Information Systems Leader, Deputy Headteacher

Post Objective: To be responsible for the effective running and administration of the academy’s examinations. To organise staff cover.

**Main Duties and Responsibilities:**

The following represent some of the key duties and responsibilities that the post holder will carry out. It is not intended as an exhaustive list as there will be others which become apparent and lead on from the areas indicated below.

Examinations and Testing

* Ensure the effective organisation for all internal and external examinations, including booking venues, seating, resolving clashes and creating the annual timetable for administration of all examinations and tests.
* Make arrangements for students taking examinations that have requirements that are out of the ordinary.
* Ensure the effective administration of examination entries e.g. from ensuring teaching staff meet internal deadlines regarding examination entries to the entries being submitted to the relevant Boards.
* Manage the receipt of examination results on results days, in liaison with the data manager/SLT and to organise the distribution of results to students.
* Ensure safe arrival, storage, delivery and logging of examination papers and other examination materials sent by the Examination Boards.
* Ensure relevant data and information is communicated to all candidates, staff, and SLT.
* Ensure effective communication to and from examination boards including:
  + Entries
  + Coursework marks
  + Estimated grades
  + Access arrangements (liaising with SENCO)
  + Special considerations
  + Dissemination of results and certificates
  + Cash-ins and declines of grades
  + Requests for enquiries about results
  + Requests for return of scripts
  + Incidents of examination malpractice
* Act as a contact point for examination boards, government agencies, other schools, Heads of Department, teachers, parents and students for all examination administration related issues.

Invigilation

* The daily management of invigilators may be delegated to a senior invigilator although ultimate responsibility remains with the post holder.
* Ensure smooth running of examinations.
* Liaise with Senior Exam Invigilator to ensure invigilator timetable is produced, that invigilators are trained and that invigilators are supported.

Staff Cover

* Create and circulate the daily staff cover rota using SIMS Cover 7.
* Create and circulate the daily duty lists.
* Liaise daily with the HR Manager regarding absent staff and the reasons of absence.
* Manage the booking of supply staff via the supply agencies.
* Prepare information packs for supply staff.
* Provide lesson cover if required.

In order to carry out the cover duties it will be necessary to be in school at 7.15am each morning and to utilise the designated mobile for reporting absence.

General

* Liaise with other departments and staff as necessary on matters regarding data, examinations and other forms of in school testing.
* Assist and, when required, cover for the Information Systems Leader.
* Attend staff meetings and INSET activities where relevant.
* Uphold and actively support the academy’s policies and procedures.
* Be aware of the Data Protection Act and other legislation to ensure confidentiality of records and information if maintained.
* Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

Further appropriate duties may be assigned depending on qualifications, experience and working pattern.