



Cheadle Hulme School

Role title: Examinations & Cover Manager

Reports to: Senior Deputy Head

Hours: 37 hours per week, term time only and 3 weeks in the summer holidays to support the successful administration of external examinations and post-result matters

Salary scale: £29-34k

Role Purpose

The post-holder is responsible for:

- Leading the work of the Examinations Team
- The efficient running of all aspects of administration pertaining to public examinations and Years' 11, 12 & 13 Trial internal examinations
- Managing the daily academic cover system for the Senior School in the Autumn & Spring Terms

Cheadle Hulme School is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Responsibilities

Administration of Public Examinations

- Dealing with Examination Boards on all matters pertaining to public examinations at all levels, for internal and external students, ensuring correct entries for GCSE, A Level, Cambridge Pre-U Level and University Entrance exams (e.g. STEP, BMAT, ELAT, HAT, etc.);
- Taking responsibility for visiting Examination Board Inspections;
- Administering requests for reviews of marking and ordering copies of examination scripts;
- Administering requests for Special Consideration, in consultation with Heads of School, Head of Learning Support and students;
- Ensuring all Access Arrangements applications (e.g. extra time, computer requests, enlarged papers, etc.) are implemented by liaising with relevant staff;
- Ensuring that examination rooms are properly set up with seating plans, Examination Board notices and any other necessary examination materials;
- Organise invigilation of all external examinations;
- Ensuring that Examination Board regulations are communicated to students and implemented in the examination rooms;
- Dealing with emergencies in the examination rooms (e.g. lateness, illness. etc.), in conjunction with the Invigilators and relevant Heads of Year;
- Checking and safely storing examination papers, according to Examination Board Regulations;

- Ensuring scripts are packed correctly, delivered to the Bursary for despatch, and collected by external mail;
- Ensuring examination results are correctly presented and efficiently issued to students on their publication;
- Producing spreadsheets on results day in March (small scale) and August for the wider use of staff and for meetings, to support decisions over entry into Year 12;
- Ensuring that a master copy of results is kept and is updated when the results of appeals alter grades published in August;
- Working with Assistant Head (Tracking and Progress) to produce analysis of Public Exam data, in terms of raw performance and relative performance, for inclusion in student tracking profile;
- Working with Assistant Head (Tracking and Progress) to verify and submit external examination data to ISC and the DoFE
- Ordering and distributing teachers' support materials, such as past papers and mark schemes;
- Checking and distributing examination certificates;
- Opening the School as an exam centre for external candidates, dealing with the necessary administration, and working with the Bursar to ensure a reasonable surplus is generated.
- Undertake any other duties consistent with the basic objectives and/or duties of the examinations process

Entrance Examination Data

- Producing a results spreadsheet post the 11+ Entrance examination, which incorporates the standardisation of the marks;
- Producing a rank order of potential students for the Head so that interviews can be decided, and subsequently producing the results booklets for the decisions meeting in February.

Administration of Internal Examinations

- Taking responsibility for Year 11 internal examination timetables in January of each year, as well as organising seating plans and instructions to staff;
- Taking responsibility for Years' 12 & 13 internal examination timetables in March of each year, as well as organising seating plans and instructions to staff;
- Organising School exams for Years' 7 – 10 in the Summer Term of each year, which will include preparation of the timetable and the planning of rooming, together with seating plans for Year 10 and instructions to staff;
- Organising the invigilation of all internal examinations;
- Working with Tracking Data Manager to produce analysis of Trial Exam data, in terms of raw performance and relative performance, for inclusion in student tracking profile.

Liaison with Staff

- Ensuring HoDs, invigilators and students are fully aware of their responsibilities, and the correct procedures for public examinations;
- Working with HoDs to collate accurate information on examination entries and to meet coursework deadlines;
- Confirming with the relevant Deputy Heads the necessary rooming and invigilation arrangements, including lunchtime or overnight cover requirements;
- Communicating with the Chief Operating Officer, TS technicians, Caretakers and Junior School Regarding room requirements and the effect of lessons in the vicinity of these rooms;
- Liaising with the Chief Operating Officer regarding financial matters relating to examination costs;
- Liaising with the Head in the event of the need to review school policy on public examinations;
- Ensuring staff have appropriate access to Examination Board websites.

Academic Cover

- Using ISAMS to allocate cover on a daily basis, in line with the School cover & invigilation allocation procedure;
- Maintaining an overview of the allocation of cover across the Senior School;
- Informing staff on a daily basis and in a timely manner of the cover requirements for the day;

- Coordinating cover allocation rotas.
- work with the Senior Deputy Head and Human Resources Manager to monitor staff attendance

Management of Staff

- Supervising the work of Cover Supervisors, Examinations Officers and Invigilators, as required.

Other Duties

- Setting Dual-Award Science groups in Year 10;
- Organising and coordinating academic room bookings and room changes throughout the year, communicating information effectively to staff and pupils in a timely manner;
- Working alongside users of computer systems, initially concentrating on iSAMS, to explore the potential for improved efficiencies and information flow by developing the use of existing software.

The job-holder may also be required to undertake additional duties as reasonably requested by the Head and Senior Leadership Team as the School's requirements change. Flexibility regarding working hours may be expected from time to time, in consultation with the employee.

Person Specification

Requisite Knowledge	
1.	Management Information Systems operations
2.	Procedures of individual Exam Boards
3.	School external examination process

Background & Experience	
4.	Experience of administering exams and cover arrangements

Personal Qualities	
5.	Strong interpersonal skills
6.	Thorough approach
7.	Tenacity
8.	Resilience
9.	Keen eye for detail

Skills & Competencies	
10.	Plan, organise and prioritise effectively
11.	Influence at all levels
12.	Cope under pressure