

## JOB DESCRIPTION

<b>Position</b>	Cover Manager and Exams Officer
<b>Salary</b>	£26,658 to £31,764
<b>Hours</b>	37.5 per week £ 6.30am start time
<b>Full Time Equivalent</b>	TTO plus 10 days
<b>Contract</b>	Permanent
<b>Responsible To</b>	Federation Examination Manager/MCA SLT
<b>Responsible For</b>	Mossbourne Community Academy
<b>Location</b>	Mossbourne Community Academy
<b>Key Working Relationships</b>	Principal Senior members of staff Teaching staff Students Parents

### Background

Mossbourne is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning. The Mossbourne Federation consist of four academies: Mossbourne Community Academy (MCA) secondary and sixth form, Mossbourne Victoria Park Academy (MVPA) secondary, Mossbourne Parkside Academy (MPA) and Mossbourne Riverside Academy (MRA) both primary.

### Mossbourne Community Academy (MCA)

MCA is the Federation's flagship academy built on high expectations and doing right by the pupils in our care, in order for them to succeed. MCA has changed the face of education in Hackney and raised educational expectations to the highest level; we have achieved National recognition for setting a new benchmark for non-selective comprehensive education. All pupils are encouraged to achieve their true potential. With outstanding GCSE and A-level results, year on year, MCA is placed within the top 1% of schools in the country.

### Role Summary

You will be responsible for organising daily, short term and long-term cover for absent teaching staff to ensure continuity of learning for all pupils. You will be responsible for organising cover for teaching staff in line with whole academy events. You will work under

the direction of the Federation Examination Manager to ensure effective and efficient examination provision.

### **Duties and Responsibilities**

- Responsible for ensuring daily cover for absent teaching staff in a prompt and efficient manner
- Responsible for ensuring daily cover duties are disseminated in a timely, clear way which is equitable manner and in line with timetable responsibilities
- Responsible for ensuring staff are aware of daily cover duties
- Produce revised timetable each morning prior to the school day factoring planned and unplanned absences
- Enter all sickness absence into SIMs/the relevant platform
- Support, where required, with the co-ordination, preparation and submission of entries to the examining boards
- Co-ordinate timetabling, accommodation and stationery for examinations
- Ensure examination regulations are complied with including, but not restricted to, student conduct and invigilation
- Support with the management of a team of invigilators: including recruitment, training and deployment
- Ensure all pupils are communicated with regarding exam scheduling
- Correspond, as necessary, with the examining bodies
- Manage appeals, special dispensation and/or absence
- Ensure appropriate arrangements are made for pupils with special requirements
- Receive and issue exam results
- Ensure all exam papers and student results are stored securely and in line with regulations
- Liaise with examination bodies regarding inspections and changes to guidance
- Keep up to date with policies, procedures, rules and regulations laid down by the examining bodies
- Any other duties commensurate to the level of the post

Person Specification				
Essential [E] or Desirable [D]	Requirements	Assessment Criteria		
		Interview	Application form	Task
Experience				
E	• Experience of working in a comparable administrative role	✓	✓	
E	• A strong understanding of school cover and examination processes	✓	✓	
E	• Previous management experience	✓	✓	
D	• Knowledge of procedures for exams	✓	✓	
D	• Experience of working with young people	✓	✓	
E	• Knowledge, understanding and commitment to equal opportunities	✓	✓	
E	• Experience of working with SIMs	✓	✓	
E	• Experience of managing own workload to meet conflicting demands and deadlines to complete tasks	✓	✓	
E	• Experience of working in a high-pressured environment	✓		
Qualifications				
E	• Grade C or Level 5 in GCSE English Language and mathematics		✓	
IT knowledge				
E	• Strong knowledge of SIMs and Microsoft (Word, Excel, Outlook, Publisher, Power Point)	✓	✓	
Behavioural Competencies				
E	• Attention to detail, with a high standard of literacy and numeracy	✓	✓	
E	• Excellent planning and organisational skills	✓	✓	
E	• Integrity and high levels of motivation and commitment	✓	✓	
E	• Good interpersonal and communication skills	✓	✓	
E	• Ability to develop and maintain good working relationships with the whole academy community and to work as part of a team	✓	✓	
E	• Ability to be flexible and calm	✓	✓	
E	• Genuine interest in the education of young people and ability to contribute more widely to the life and community of the Federation	✓	✓	

<b>E</b>	<ul style="list-style-type: none"> <li>Ability to maintain confidentiality</li> </ul>	✓	✓	
<b>Applicable to all staff</b>				
<b>E</b>	<ul style="list-style-type: none"> <li>Undertake training, as required, in order to fulfil the requirements of the role</li> </ul>		✓	
<b>E</b>	<ul style="list-style-type: none"> <li>Support Mossbourne's efforts, both verbally and non-verbally, (via actions and attitude), including adjusting performance and practice, where necessary, in accordance with the academy's initiatives and findings</li> </ul>	✓	✓	
<b>E</b>	<ul style="list-style-type: none"> <li>Recognise your role as part of the succession of Mossbourne Community Academy</li> </ul>		✓	
<b>E</b>	<ul style="list-style-type: none"> <li>Play an active role in terms of safeguarding all students and adults</li> </ul>		✓	

***Mossbourne Federation reserves the right to modify the above contents in order to ensure the needs of the Federation and the students are being met. The above list is not a comprehensive list; it simply outlines the expectations for this role. Mossbourne Federation provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability or status. This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.***