

Job Title: Examinations Officer and Cover Manager
Scale: Grade 8 FTE £25,481 - £28,672 (Point range 19 - 24) PCC pay scales
 Prot Rated For Term Time Only + 15 days = £22,283 - £25,073
Hours per week: 37 hours per week Monday to Friday
Weeks per year: Term Time Only + 15 days
 (Some of the additional may be used for longer days during exam periods)
Responsible to: Senior Leader responsible for Data and Exams

Purpose of the role

To ensure the accurate and timely administration of internal and external examinations.

Main duties and Responsibilities

- Responsible for ensuring the management and administration of all internal and external examinations is carried out accurately. Managing submission of all candidate examination entries, adhering to examining body deadlines
- Timetable all candidate examination entries (ensuring all regulations are complied with) and issue exam entry statements, timetables, and relevant paperwork etc. to students/parents/staff as required.
- Liaise with the SENCO/SEN department, ensuring all access arrangements for students are fulfilled.
- Make suitable arrangements for the exam rooming, seating, and invigilation, taking into consideration all access arrangements.
- Liaise with the Site Team to ensure that furniture requirements and examination notices are in place as required.
- Maintain secure storage of examination materials, in accordance with examining body regulations.
- Act as main point of contact for the Centre with awarding bodies in matters of general administration. Ensuring compliance of JCQ and awarding body regulations, guidance, and instructions, keeping abreast with developments/changes/updates. Identify and access relevant support available from external stakeholders.
- Support the Head of Centre in co-operating with the JCQ Centre Inspection Service, an awarding body, or a regulatory authority when subject to an inspection, an investigation, or an unannounced visit.
- Submit annual information to the National Centre Number Register (as administered by OCR on behalf of the JCQ) and inform of any changes to Centre status.
- Liaise with staff to ensure that the Academy complies with all the necessary regulations, ensuring that students receive the appropriate accreditation and certification for their achievements.
- Participate in the process of recruiting and inducting new examination invigilators.
- Responsible for the deployment of a team of examination invigilators, managing any issues around attendance or performance of duties.
- Coordinate all invigilator training as required, ensuring they are kept up to date with Academy safeguarding policies & procedures and JCQ regulations.
- Working with the BTEC Quality Nominee, facilitate the course registration of students, complying with the stipulated deadline dates. On the instructions of the Quality Nominee, ensure the submission of results is completed for the BTEC learners by maintaining regular liaison with the appropriate department staff.
- Monitor the cost of examination expenditure; to alert others to current entry practices and direct attention to the financial costs involved, making recommendations as appropriate.
- Download and produce result spreadsheet for school leadership team/subject leaders.
- Produce student exam result information for distribution on results day.
- Process post results applications as requested by school leadership team and students, ensuring that all requirements are fulfilled. Maintain communication with the examination boards to ensure the

completion of applications. Notify the appropriate persons of the outcome of these applications. Amend data files as required.

- Liaise with parents/students and Academy personnel to facilitate the process of special consideration applications. Process the applications as required.
- Assist the school leadership team with the operation of the appeal system, liaising with, teachers, parents, students, and Exam Boards as required.
- Ensure examination certificates are received from the exam boards and collated in readiness of issuing to students/candidates.
- Provide guidance as required to colleagues tasked to support with exams administration, ensuring quality control of the processes they complete.
- Coordinate the booking, organisation and running of any Key stage 3 exams. Cats, PTE/PTM/PTS etc. exporting data and communicating it safely. Helping with analysis of results and importing back into MIS.
- Support other team members to cover the effective day to day operation of the office and in the event of sickness / emergency.
- Undertake any other duties commensurate with the grade of the post, in consultation with line manager.

Cover

- Line Management – Responsible for and line managing NPA Cover Supervisors
- Manage and arrange the provision of the Cover Supervisors, supply staff and internal cover teachers. Including liaising with the agencies, making the decision on which staff to be employed and allocated each day. Collecting proof of identity and adding them to single central record.
- Manage and report the day-to-day emergency cover issues that arise i.e., teachers not arriving for lessons, staff needing cover for their lessons that is not pre-booked. This will include operating the rarely cover protocol when necessary. Also, where available provide cover for internal exclusion.
- Responsible for recording and reporting all absence for NPA which includes sickness, TOIL (time off in lieu) and unpaid leave and recording all sickness absence, annual leave, and unpaid absence for the Core Trust employees

Data

- Staying updated in changes and developments in the KS5 analysis system (currently ALPS). Updating it, importing student data, exporting target grades, and running post profile and exam analysis. Communicating that to staff.
- Dealing with ad hoc issues and requests for KS5 analysis throughout the year.
- Populate internal data dashboards with results from KS5.

Support for the School

- Participation in staff events by arrangement.
- Attend Staff Meetings.
- Contribute to the maintenance of a safe and healthy environment.
- Contribute and participate in academy events and activities.
- Develop and maintain effective working relationships with other staff and parents/carers.

Data security

- Act in accordance with legal provisions regulating confidentiality and security of data and information.
- Ensure up to date knowledge and understanding of GDPR regulations.

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.

CMAT 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 DBS.