



Job Description

Cover and Exams Coordinator

Post Details

Job title: Cover and Exams Coordinator

Salary: Pt 4 (£19,264 FTE, at 0.45 of FTE £8,668)

Hours: Average 17 hours per week, Term Time Only (0.45 of FTE), with cover supervision available as overtime

Contract type: Part-time

Reporting to: The Deputy Heads of Secondary

Location: Culham, Oxfordshire

Europa School UK

The Europa School specialises in Languages and Sciences and offers multilingual, multicultural education, leading ultimately to the International Baccalaureate Diploma Programme. The secondary is moving towards using the International Baccalaureate Middle Years Programme with humanities taught in the students stream language. It is an all-through free school of pupils aged 4 to 19.

Job Description

Main responsibilities:

To oversee all exams, internal and external at Europa school including the IB Diploma and GCSEs (2023 only) in the secondary section. Also to develop the roll out of the e-assessments for the IB Middle Years programme from 2024, working in conjunction with the IT department and management.

To arrange appropriate cover for secondary staff, this will require some time early in the mornings to arrange emergency cover for absence. In addition, overtime will be available for cover supervision.

**Exams Coordinator responsibilities:**

- Develop the MYP e-assessments
- Preparing exam
- Creating and organising the exam invigilation timetable
- Coordinating with the invigilators, keeping them up to date on any changes
- Producing the lists of students per exam
- Setting up the exam rooms on a daily basis during exam time, ensuring that all the required equipment is in place
- Training the invigilators
- Archiving the exams
- Liaising with all of the staff
- Liaising with the SENCO staff for special arrangements
- Liaising with the Site team ensuring the setting up for the various exam rooms
- Being aware of examination changes each academic year
- Updating examination-related policies
- Managing the examination entry process, including gathering information from teaching staff to ensure that students' examination entries are made correctly and on time, making amendments/withdrawals etc.
- Managing the examination preparation process. This includes preparing examination timetables for students and staff; creating seating plans for each examination room; briefing candidates, staff and parents; receiving, checking and securely storing confidential examination materials; administering internal assessment etc.
- Managing examination days in accordance with awarding body regulations, including preparing for each exam day, starting an examination, dealing with emergencies, irregularities and malpractice, ending the examination, collecting the examination scripts and packing and dispatching examination scripts
- Contingency planning
- Managing examination results. This includes accessing results electronically/downloading results from awarding body secure sites and preparing for results to be disseminated to each student/candidate
- Dealing with requests and administering post-results services
- Issuing examination certificates

Cover Coordinator responsibilities:

- Managing and organising cover for absent secondary staff
- Liaising with teaching staff to plan cover in advance for trips, known absence
- Monitor email for emergency cover requirements in the event of illness, etc.
- Record all secondary staff absence on school systems
- Highlight high absence rates to the Senior Leadership Team
- Maintain an up to date list of cover supervisors with appropriate checks working with the HR team



Person Specification

Criteria	Qualities
Qualifications and experience	<ul style="list-style-type: none">• No formal qualifications required
Skills and knowledge	<ul style="list-style-type: none">• Good organisational and planning skills• Good interpersonal and communication skills with a range of stakeholders• Ability to prioritise workload and meet deadlines• An understanding of multiple IT systems• Ability to work under pressure
Personal qualities	<ul style="list-style-type: none">• Excellent organisational skills• A commitment to the bilingual and multicultural ethos of the school• Ability to think creatively• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality

For more information

If you would like further information, please contact: Anna Cole-Morgan (HR Manager)

Email: applications@europaschool.uk

Deadline: See Website

Europa School UK, Thame Lane, Abingdon, OX14 3DZ, UK

Tel: +44 (0)1235 524060

The important small print:

Due to this post having access to children and/or vulnerable adults, successful candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from taking up a post, as all cases are judged individually according to the nature of the role and information provided. The Europa School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Applicants must be eligible to work in the UK.