

NOTRE DAME HIGH SCHOOL JOB DESCRIPTION

Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Title	Examinations and Cover Manager	
Working Pattern	37.5 hours per week/41 weeks per year 7:30am – 3:30pm Monday – Friday (with the requirement to work longer hours during external exam periods)	
Payscale	Grade 6 £30,825 p.a. pro rata - £34,384 p.a. pro rata (actual starting salary £28,249 per annum)	
Purpose of the Job	<p>To be responsible for the management of the examinations service, ensuring that there is a systematic approach to the administration of examinations and that the service meets quality standards, providing students with maximum opportunity to achieve their academic potential.</p> <p>To contribute to teaching and learning in the school by making cover arrangements for absent teachers and providing timely communication to staff.</p> <p>To endeavour to implement the Notre Dame High School Mission Statement, promoting and supporting the ethos of the school as a learning and caring community committed to following Christ's teaching.</p>	
Responsible To	Senior Leader responsible for Examinations Assistant Headteacher – Curriculum and Timetable	
Responsible For	Lead Exam Invigilators Exam Invigilators	
Level of Contact with Children & Degree of Responsibility	Level of Contact with Children	High
	Degree of Responsibility for Children	High

Conditions of Employment

The conditions of employment for members of non-teaching staff are defined in the current National Joint Council for Local Government Services Document and the Catholic Education Service.

Main duties and responsibilities

Cover:

1. Co-ordinate daily cover diary
 - Manage absent staff list including sickness calls in the morning
 - Ensure cover is assigned for absent staff
 - Provision of daily absent staff and cover lists to notify all staff of cover arrangements and room changes
 - Manage external agency staff including initial induction for new staff
 - Manage and action any staff absences that arise during the school day

2. Co-ordinate long-term planning
 - Manage cover requests from staff
 - Liaise with Assistant Headteacher in managing requests
 - Communicate advanced room change information to students and staff
 - Book supply teachers when required
 - Support with timetable administration when making long-term cover arrangements
 - Liaise with supply agencies to achieve best value
 - Monitor usage of cover agencies and check invoices against cover diary

3. Monitoring and reporting
 - Produce reports to management on cover usage
 - Liaise with Office staff in regards to sickness absence records

Examinations:

- Prepare, plan, co-ordinate and conduct all internal and external examinations
- Manage and submit official entries and registrations to awarding bodies for all qualifications by published deadlines.
- Communicate with the examination boards, relevant school staff and when necessary, individual students with respect to: entries for all examinations, amendments, late entries and withdrawals, results, enquiries about results, certificates, coursework and resits, for both module and final examinations.
- Manage the daily running of examinations, including preparation of exam room(s), meet/update invigilators, dealing with student special arrangements, assist with the distribution/collection of exam papers, recording absentees, exam changeovers, starting exams, prepare and pack scripts for dispatch.
- Provide and distribute to students and staff information relating to individual examination timetables, seating arrangements, examination rules and regulations, drawing up the Examination Timetables for all External Exams and internal assessments.
- Assist in the collection, distribution and dispatch recording of student coursework.
- Assist with the receipting, collating and distributing exam board certificates.

- Circulation of incoming information, logging important communications, ordering stationery and other materials as required and requested.
- Co-ordinate the distribution of exam results, dealing with queries arising from results and administering review and/or exam paper copy requests.
- Answering and dealing with enquiries from students, parents, members of staff, examination boards, and the public.
- To assist with the recording of accurate information and documentation about students requesting or requiring special provisions in examinations and ensure appropriate arrangements are made for students who require special examination arrangements (Access Arrangements).
- Adherence to the regulations and procedures laid down by the examination boards and the JCQ.
- Produce rooming and invigilation timetables and liaise with the Premises Team and IT Support in regards to the organisation of examination rooms, including seating, furniture movement and IT requirements.
- Work with the senior leader responsible for exams to recruit and induct exams invigilators and provide day-to-day management and supervision of invigilators and their deployment.
- Keep regular records of examination stocks and order/arrange despatches accordingly.
- Receipt and log all examination papers and/or scripts. Ensure that all examination materials are stored and secured at all times. Ensure the secure disposal or distribution of used examination papers following a specific holding period.
- Organise the supervision of examination clash students in accordance with JCQ regulations.
- To ensure Heads of Department receive and are aware of changes in regulations and specifications.
- Process applications for Access to Scripts and Reviews of Marking.
- Ensure all notice boards are up to date.
- Organise, administer and be present for all results download days and student results days.
- Use word-processing, spreadsheet and other software packages, to provide a high quality and efficient service, in preparing documents, reports, letters, etc, as and when required.
- Use and maintain manual and computerised record systems.
- Record student examination fees for each examination period and reconcile all examination fees and charges from each examination board against their invoices.
- Maintain an appropriate and efficient filing system for the Examinations Office.
- Undertake other duties as requested.
- You may be required to work up to 2 evenings per academic year to support school events.

Additional Specific Responsibilities:

- In consultation with the post holder, the Headteacher/Line Manager may request a person to take on any additional responsibility as the school develops and/or the need arises.

General Duties:

- To support and contribute to the Catholic nature of the school as directed by the Headteacher and Governors
- To share responsibility for the school's commitment to safeguarding and promoting the welfare of children and young people.