



**NOTRE DAME HIGH SCHOOL
SHEFFIELD**

**Examinations and Cover Manager
Permanent/Term-time + 2 weeks**

About the Role:

The Examinations Manager is responsible for the organisation and smooth running of both internal assessment and external examinations. The manager acts as the primary liaison between the school and external examination bodies, and will ensure the requirements and regulations placed on schools by both awarding bodies and the Joint Council for Qualifications (JCQ) are efficiently administered, supporting the Head of Centre in ensuring that the school is compliant before, during, and after examination periods.

This is a pivotal role in supporting our students to achieve their academic potential. At Notre Dame High School, we run 7 week long internal assessment periods across the school year, as well as the 5 week summer GCSE and A2 external exam season. In addition, there are a small number of other assessments to schedule such as university entrance tests, GCSE resits and modular exams. These exams take place in a variety of venues across the site, with each venue overseen by one of our experienced lead invigilators, ably supported by other colleagues from the invigilation team.

The postholder will be based in the spacious Exams Office, but will work closely with the Senior Leader responsible for examinations.

About the school

Notre Dame is a Catholic school with a strong ethos at its heart. All staff are expected to uphold and contribute to the ethos of the school, which is what makes it a special place to work.

The ability and enthusiasm to contribute to the wider life of the school, for example through extra-curricular activities, will be an advantage.

Notre Dame is part of St Clare Catholic Multi-Academy Trust. Although the Trust is relatively new, we are already benefitting from the opportunities this brings for collaboration with colleagues from other schools within the Trust.

Notre Dame is the Lead School for the South Yorkshire Maths Hub, and also owns and runs the Sheffield SCITT. Additionally, the school is a delivery Hub for the Ambition Institute Early Career Framework. This outward facing work provides additional opportunities for members of staff. A number of colleagues from within the Science dept are actively involved in supporting trainees on the SCITT.

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.

This post has a high level of responsibility for safeguarding and promoting the welfare of children and young people.

Professional Development

At Notre Dame the ongoing professional development of all staff is a key priority. Our view is that we can always improve, not because we are not good enough but because we can be even better at what we do and that this in turn will ensure the very best outcomes for our students. We also aim to help staff to be ready for their 'next step' in their careers whatever that might be.

In order to achieve these aims we:

- Have an ethos of 'learning together' through joint practice development which is conducted in a supportive and developmental way. Staff are encouraged to take risks and use research and evidence-based approaches to improve their classroom practice.
- Encourage staff to be reflective and take the lead in their own professional development so that their individual needs are met

The closing date for receipt of completed applications is: 9am on Friday 5th July 2024.

Interview date to be confirmed.

This post has a high level of responsibility for safeguarding and promoting the welfare of children and young people.

Notre Dame High School expects all candidates to familiarise themselves with our Safeguarding Policy which can be found on the school website <https://www.notredame-high.co.uk/about-the-school/school-policies>

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. The successful candidate will be required to complete an Enhanced DBS Check.