

Job Description

Title of post	<i>Exams and Cover Officer</i>
Salary	<i>NJC Grade H, Points 18 to 23 £29,269 - £32,076 FTE. Actual salary £21,346 - £23,393.</i>
Hours of work	<i>30 hours per week – 7am until 3pm, Monday to Wednesday, and Friday. Permanent, term-time only plus 3 weeks</i>
Line manager and responsible for reviews	<i>Data, Exams and Admissions Manager</i>

Purpose of the Post

The Exams and Cover Officer will be responsible for delivering a comprehensive exams service which is pupil focused in accordance with SGHS exam policies and the regulations set by awarding bodies for both public exams (including GCSE and A-Levels) and internal examinations. This dynamic role requires a detail-oriented, highly organised, and communicative individual who can collaborate effectively with all stakeholders involved in the exams process.

The Exams Officer will play a pivotal role in organising and managing SGHS exams, ensuring a smooth and stress-free experience for students and teaching staff. The successful candidate must be adaptable, capable of creative problem-solving, and thrive in a collaborative team environment.

All Associate Staff:

- Work within the Academy Conditions of Service
- Support and promote the ethos, policies and development plan of the Academy
- Play an active role in performance management procedures within the Academy
- Attend and contribute to appropriate professional development meetings and training activities
- Undertake whatever other duties might reasonably be requested by the Head or Line Manager subject to appropriate competence and training

Main Duties/Responsibilities

Examinations

- Ensure the efficient and effective management of internal and external exam processes and seasons from an administrative, operational and cost perspective in accordance with JCQ and other relevant regulatory bodies' regulations and guidelines.

- Undertake necessary planning, information gathering and information sharing, including the up-to-date signposting of regulatory and awarding bodies' documentation to relevant stakeholders. Ensuring all key information is communicated to SGHS students and staff in good time to support revision planning.
- Liaise closely with the SENCO to ensure all students receive appropriate access arrangements for their exams in accordance with JCQ guidelines and SGHS Exam Policy. Ensure these arrangements are accurately communicated to students well in advance and consistently update all relevant administration to maintain precise records.
- Ensure that pupils are given all necessary information about examinations, including entry details, dates and times, expected conduct during examinations, and accessing results. This communication should support students in managing their personal revision timetables.
- Recruit, train, and monitor a pool of Exam Invigilators in accordance with Skipton Girls' High School Exam Policy and JCQ regulations. This includes monitoring invigilator timesheets in a cost-effective manner.
- Manage exams, including SEN data and access arrangements, in SIMS, Exams Organiser and SIMS Course Manager. Set up and maintain accurate base data, entries, results, and performance indicator information.
- Liaise with exam boards and relevant bodies to ensure timely and accurate submission of entries, non-examination assessments, and other services.
- Act as the subject matter expert in post-examination services, providing advice to all stakeholders, including special consideration applications and enquiries about results.
- Support the Data & Exams Manager with the production and dissemination of analysis of examination results.
- Attend and represent the school at appropriate Examination Board meetings.
- Organise and implement baseline assessments in accordance with best practices.
- Co-ordination of the Academy Census and other returns that support Academy performance benchmarking, and DFE funding.

Cover and room changes

- Alongside the Data, Exams and Admissions Manager, effectively plan cover to deliver a minimal cost-effective cover service in accordance with school procedures and policies.
- Arrange cost-effective teaching staff cover and ensure accurate records are kept in SIMS: including dealing with day-to-day absences and ensuring all classes are properly supervised. This will involve the engagement and recording of supply teachers.
- Collaborate with the Data, Exams and Admissions Manager to report on trends relating to cover and make recommendations for improvement on a termly basis.
- Oversight of the management and communication of room changes resulting from changes in routines and school events.

Other responsibilities

- Be the Data Protection & Compliance Champion for SGHS and work with the NSAT Data & Compliance Director to support best practice compliance in relation to Data Protection Legislation.
- SPOC – General GDPR, Data Protection impact assessments and responding to data breaches.
- School policy administration and management.
- Undertake any other reasonable related duties and responsibilities of an equivalent nature, as may be determined by the post holder's supervisor from time to time, in consultation with the post holder.



This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.