



Job Description

Exams & Cover Manager

Main Purpose

The exams and cover manager is responsible for overseeing the organisation and delivery of internal and external exams. They are also responsible for organising cover for absent staff, for planned and unplanned absence, as well as monitoring the cover budget. During periods of no exams, they will support the admin team with the completion of admin tasks.

Duties & Responsibilities

Cover

- Organise staff cover on a daily basis when staff ring in to say they will be absent
- To liaise with the cover agencies to ensure high quality cover is utilised
- To liaise with cover agencies to ensure the best value for agency staff
- To liaise with supply agencies to ensure all supply staff undertake DBS clearance and other safeguarding checks
- Communicate with absent teachers to ensure that cover work is set
- Provide work set from absent teachers to the supply staff
- Ensure supply staff are provided with up to date and relevant information to support them in their role
- Arrange for and communicate day to day changes in staffing and rooming
- Manage the workload of in house cover supervisors
- Communicate unplanned absence to Curriculum Leaders/Line Managers
- Liaising with the office manager and SLT about cover required for school events

Exams

- Oversee all arrangements for all public examination entries e.g. GCSE and equivalent, Vocational subjects
- Co-ordinate the preparation and submission of entries to examining bodies
- Ensure all examination papers are delivered safely to the school, being responsible for their strict security and ensuring completed papers are dispatched promptly and appropriately
- Be responsible for arrangements for the conduct of existing and new examinations
- Co-ordinate the team of invigilators, with the support of the Lead Invigilators, including recruitment, training, management and deployment of invigilation staff
- Make appropriate timetabling and room arrangements for exams and ensure proper examination invigilation of the examinations are put in place





- Ensure that all examinations start and finish appropriately in line with examination board regulations including the conduct of any on-line examinations
- Ensure that pupils are given all the necessary relevant information about examination entries, the dates and times of the examinations, conduct during examinations and the collection of results and certificates and that this information is given in good time
- Ensure that all necessary stationery and materials and other requirements are provided for examinations
- Initiate appropriate correspondence with and respond appropriately to correspondence from the various examination boards the school deals with
- Deal with issues relating to appeals, re-marking and other administrative issues such as pupils who miss examinations through illness or who require special consideration
- Deal with enquiries from parents and students, including former students
- Receive examination results and certificates and make arrangements for their issue
- Liaise with the data manager to oversee the appropriate dissemination of public examination results to the CMAT and to the appropriate Local Authority and DfE Agencies
- Keep up to date with the necessary policies, procedures, rules and regulations laid down by the different examination bodies
- Organise appropriate arrangements for the support of candidates with special examination requirements (e.g. dyslexia, disabled) in conjunction with the SENDCO
- Liaise with the Vice Principal and Curriculum Leader to ensure appropriate timetabling and invigilation arrangements are in place for the school's internal examinations
- Participate in appropriate CPD with the agreement of your Line Manager
- 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
- To be present for the day before and the day of GCSE exams results days

Admin

- To meet and greet visitors arriving at school reception
- To sign students out for appointments
- To use Arbor package for reference purposes, i.e. looking up student timetables, etc.
- To use the school switchboard in order to receive, action or redirect external and internal telephone calls and to pass on messages to staff and pupils
- To provide administrative support to the school as directed by the Line Manager/Headteacher by undertaking administration duties





- Any other task of a similar nature or level deemed necessary to enable the smooth running of the School Office

Person Specification

Qualifications & Experience	Essential / Desirable
Strong qualification in literacy and numeracy	Essential
Working in an office environment	Desirable
Working with children or young people	Desirable
Managing school budgets	Desirable
Analysing and evaluating data	Desirable
Skills and Knowledge	
Good knowledge of examination processes	Desirable
Excellent attention to detail	Essential
Excellent literacy and numeracy skills	Essential
Competent use of IT packages including word processing, spreadsheets, computerised accounting systems and school MIS systems	Essential
Ability to use office equipment effectively	Essential
Ability to organise, plan and prioritise	Essential
Understanding of data protection and confidentiality	Essential
Understanding of safeguarding	Essential
Ability to communicate with external agencies	Essential
Personal Qualities	
Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	Essential
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	Essential
Ability to work under pressure and prioritise effectively	Essential
Commitment to maintaining confidentiality at all times	Essential
Commitment to safeguarding and equality	Essential
Embraces change well	Essential
Deals with difficult situations effectively	Essential
Ability to use empathy and humour to support relationship building	Essential
Ability to galvanise teams and model positivity, achievement and celebration	Essential

