



EMPOWERING YOUNG PEOPLE TO TAKE ON THE WORLD

JOB DESCRIPTION - EXAMS AND ASSESSMENT OFFICER AND COVER COORDINATOR

Core Purpose

To lead on internal and external examination procedures, from submitting entries to communicating results.

To lead on the school's use of assessment, analysing data and providing information to staff.

Managing and organising cover for absent staff both teaching and non-teaching. Organising and providing induction and support for supply staff both teaching and non-teaching.

To support the Student Services Manager to provide face to face, online, telephone and administrative support for students, parents, staff and visitors.

Core Responsibilities

Exams

- To make all necessary arrangements relating to KS1, KS2, GCSE, VCert, A'Level and any other external and internal assessments
- To direct and train the invigilation team as appropriate
- To liaise with examination boards
- To be familiar with the rules and regulations issued by examination boards and to ensure awareness and compliance by Lead Teachers, invigilators and candidates
- To advise on the organisation, administration and conduct of internal and external examinations
- To set calendar deadlines and schedules for all stages in the process of entering and examining students for external examinations, and to inform pupils and staff of details
- To build and maintain the whole school examination timetable, as well as timely issuing of individual timetables to student candidates for all external exams
- Be point of contact for JCQ inspections
- Coordinate with the SENCO on Access Arrangements
- Entering students for university entrance examinations
- Review [policies pertaining to examinations

Assessment

- To support the Student Services Manager in developing the school's use of academic data and systems, including setting up marksheets and templates and tracking teacher completion.
- Analyse academic data including exam results, reports and other specific academic data
- Importing prior attainment data
- Uploading data on to analysis platforms such as SMiD and ALPS
- Producing and sending assessment reports to parents in all year groups throughout the academic year
- Submit relevant data to SLT, staff, local authority and outside agencies

Cover

- Manage staff cover on the school's management information system
- To maintain a teaching supply list, including sourcing new staff, to ensure sufficient quality staff are available when required.
- To monitor the 'report' systems for absences of all staff (i.e. email and absence request forms) on a daily basis and the diary of events, planning cover in advance, wherever possible, to ensure sufficient cover is enlisted.
- To manage the cover rota (teaching staff) to ensure that 'extra' cover duties for absent colleagues are apportioned fairly across all teaching staff.
- Cover all lessons and duties for absent staff

Administration

- Assist the Student Services Manager in order to provide an integrated approach and work as one cohesive team that works on communication together to provide face to face, online, telephone and administrative support for students, parents, staff and visitors.

Person specification

Knowledge of both Microsoft and Google software packages. Experience of Social Media and websites. Specific knowledge of School MIS systems, preferably SIMS, would be an advantage.

Excellent oral and written communication skills.

Excellent organisation and administrative skills and the ability to multitask

The post holder must be a strong team player and be able to establish effective working relationships with other team members, students, parents, leaders, support staff and outside agencies.

Responsible to: Student Services Manager

Salary Range: S01 Pt 23 - 25 £31,758 - £33,655 Term time plus 3 weeks, permanent, subject to an enhanced DBS check.

Start Date: ASAP

Skills and qualifications: Educated to GCE standard and/or 3 years relevant experience