



EXAMINATIONS OFFICER AND COVER CO-ORDINATOR

We are happy to accept applications for either role, or the combined role

Hours	Hours for the Examination Officer role will fluctuate: some weeks will require 15 hours per week and some weeks 37 hours, with variations in between. The Cover Co-ordinator role is approximately 2 hours per day, essentially between 7.45am – 9.45am 42 weeks per year - n.b it is a requirement that the post holder is available to work during the weeks of the GCSE and A level results days each year.
Salary	within Grade 4 Point 9 - 17 (currently £21,269 - £27,514 per annum pro rata) depending on experience

We are looking to appoint a highly organised and efficient individual to be responsible for the administration and co-ordination of external and internal examinations and the school's cover arrangements.

The successful candidate will have strong interpersonal skills with the ability to communicate clearly across all levels. Excellent administration, ICT (Word and Excel) and data handling skills and the ability to remain calm under pressure. The ability to prioritise your own workload in a busy environment is essential. Experience of working within a school environment would be desirable.

EXAMINATIONS OFFICER

Line Manager: Assistant Head

Purpose of the role

- To be responsible for managing the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ) regulations, in a consistent and secure fashion.
- To support the Head of centre in ensuring that the centre is compliant with the JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times
- To act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments
- To closely liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed and key deadlines met
- To ensure examinations are conducted in accordance with the regulations
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff, supports the head of centre in taking all reasonable steps

to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place

Main duties and responsibilities

Before examinations

Planning

- Maintain and develop systems to manage and coordinate all aspects of the exams administration process
- Comply with JCQ and awarding body regulations, guidance and instructions and keep abreast of developments/changes/updates
- Manage own time effectively to ensure key tasks are undertaken and external key dates and deadlines are met (achieved by creating and working to an annual exams plan)
- Actively support the head of centre in co-operating with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit
- Annually confirm the information required by the National Centre Number Register (as administered by OCR on behalf of the JCQ) and informs of any changes to centre status
- Manage arrangements to receive, check and store confidential question papers and examination material safely and securely at all times and for as long as required in accordance with the regulations
- Support the head of centre in managing potential conflicts of interest by informing the awarding bodies to timescale for each examination series and recording the measures taken to mitigate any potential risk to the integrity of the qualifications affected
- Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements and reasonable adjustments for eligible candidates (processing approval applications and requesting modified papers by the published deadlines)

Entries

- Register or enter candidates for an examination or assessment in accordance with the awarding bodies' published procedures and published deadline for that qualification
- Implement processes and liaise with relevant internal stakeholders to gather correct entry information to internal deadlines implementing strategies to avoid late (or other penalty) fees

Pre-exams

- Recruit, train, update and manage a team of invigilators
- Manage the arrangements for the timetabling, rooming, seating, resourcing and invigilation of examinations in accordance with the regulations
- Effectively resolve exam timetable clashes
- Ensure all candidates are notified of their examination entries and the dates and times of their examinations/assessments in accordance with the regulations
- Ensure all candidates are aware of the JCQ and awarding body information and regulations regarding the conduct of their examinations/assessments in advance of these taking place
- Support the Special Educational Needs Coordinator (SENCo) in implementing examination access arrangements or reasonable adjustments for eligible candidates (appropriate arrangements for rooming, resourcing, facilitation, invigilation etc.)
- Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking

During examinations

Exam time

- Effectively manage the conduct of examinations in accordance with JCQ regulations and/or awarding body rules
- Ensure all exam accommodation is prepared in accordance with the requirements
- Manage emergency access arrangements for eligible candidates as the need may arise during exam time
- Submit to the published timescales, relevant follow-up reporting to awarding bodies' in relation to the very late arrival of candidates for examinations and applications for special consideration where candidates meet the published criteria

After examinations

Results and Post-Results

- Ensure candidates and relevant internal stakeholders are aware of processes, key dates and deadlines in relation to the issue of results and the arrangements for post-results services
- Plan, prepare for, and manage the restricted release of results and the distribution of provisional statements of results in accordance with JCQ regulations and/or awarding body rules
- Effectively use internal and external IT systems to access and manage awarding body results information
- Understand awarding body results indicators and provide support for relevant internal stakeholders in accessing results reports/analysis tools
- Effectively use external IT systems to administer post-results services in accordance with the regulations to the published deadlines
- Manage and administer the receipt, distribution and retention of examination certificates according to the regulations

Other

- Undertake training, update or review sessions as required
- Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the head of centre/SLT responsible for examinations, for example:
 - the preparation for and conduct of internal examinations under external examination conditions
 - other exams-related administrative tasks

COVER CO-ORDINATOR

Line Manager: Assistant Head

Duties and Responsibilities:

- To organise and administer the daily cover arrangements for staff who are not available for their normal teaching commitment. Liaising with class teachers, Heads of Department, supply teachers and cover supervisors.
- Organising daily cover using current staff and engaging supply teachers where necessary.

- To ensure that the daily cover system operates equitably and fairly and to keep accurate records
- Update Sims with staffing availability for cover ensuring accurate records are maintained of staff absences.
- Ensure accurate absence information for teaching staff is recorded and maintained
- Keep an up-to-date register of supply teachers and cover supervisors
- Arrange suitable induction for new supply teachers and cover supervisors
- To liaise with staff regarding room and cover requirements during assessment periods
- To advise staff as to the availability of alternative rooms when necessary
- To treat information relating to absence of teaching staff in strictest confidence
- Maintain and keep the school calendar up to date.
- Maintain and keep the school handbook up to date.
- To undertake any training or learning activities commensurate to the post as required.
- Applicants who wish to apply for this role but not the examination officer role may wish to consider being part of the cover team who cover for absent teaching staff. This would provide additional ad hoc hours.

The job descriptions allocate the main duties and responsibilities but do not direct the particular amount of time to be spent on carrying them out.

The post holder will be proficient at organising their time and balancing the requirements of arranging cover with their duties as the school's Examinations Officer.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the heads of school.

Hartismere school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.