

## JOB DESCRIPTION

### Examinations (& Cover) Manager

<b>Department:</b>	Central Administration
<b>Post:</b>	Examinations (& cover) Manager
<b>Hours:</b>	Full time - 37 hours per week Term time, INSET days and 2 school holiday weeks <b>Owing to the nature of the role the candidate will need to be able to start at 8.00 am</b> <b>Some flexibility in hours worked are an essential requirement</b>
<b>Grade:</b>	Grade 7: SCHG13a
<b>Qualifications/ Experience</b>	See person specification
<b>Responsible to:</b>	Assistant Headteacher (examinations) & Administration Manager
<b>Grievance Officer:</b>	Business Manager
<b>Principle responsibilities:</b>	Responsible for examinations administration, management of the cover function & other functions commensurate with the post grade
<b>Direct Reports:</b>	Examinations and cover administrator

### Examinations

- Taking overall responsibility for the organisation and administration of all public and internal examinations
- Timetabling and rooming of examinations
- Organisation of invigilation for all examinations
- Recruitment, training and oversight of external and internal invigilators
- Organising entries for all examinations
- Communicating with the relevant examination boards
- Ensuring compliance with the regulations of the various boards
- Keeping up to date with all the specifications and regulations of the boards
- Organising and running all internal and external examinations (working with Premises, Network Support and SEN departments)
- Overseeing the examinations budget and payment/collection of examination fees
- Downloading, tabulation, analysis and distribution of all examination results
- Processing Post Results Services including remarks and review of moderation
- Providing results and associated statistical data for School Governors, the LEA, DfES and other purposes

- Maintenance of an archive of all examination results and statistics
  - Receipt, security and despatch of all examination materials including papers
  - Overseeing the receipt and distribution of exams certificates
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## **Cover**

The Examinations (& cover) Manager also has responsibility for ensuring that any staff absences are appropriately covered. Many elements of day to day responsibility for this area are devolved to the Examinations & cover assistant, but the following tasks lie with the Manager:

- Liaising with the Assistant Headteacher responsible for cover and with Cover Supervisors
  - Approval of cover requests through use of the cover email inbox
  - Booking supply teachers when required (& meeting/liasing with supply teachers)
  - Checking and authorising supply teacher timesheets and invoices
  - Maintaining staff absence records using SIMS database
  - Producing reports (staff cover impact; absence reports etc)
  - Administering daily cover using the SIMS Cover Diary in the absence of the Cover Administrator
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## **Other responsibilities include**

### **Student Timetables**

- Assigning students of all year groups to their new curriculum for the following academic year
- Printing and distribution of student timetables for September

### **Data Management**

- Working to support the Data Manager with assessment and course manager at key times of the Academic Year
- Assisting with production of relevant sections of the School Census

Through line management of the Exams and Cover Administrator the Exams & Cover Manager has oversight of:

- Cover
- Room Bookings
- Lettings
- Bluesky
- Training Courses
- Minibus Bookings

### **Other Duties**

- Working flexibly as part of the overall Administration Team
- Any other duties as may reasonably be required commensurate with the grade and/or level of responsibility of the post

This job description and allocation of particular responsibilities may be reviewed and amended following consultation.

*We are committed to safeguarding and promoting the welfare of children and young people and to equality of opportunity. A DBS clearance is required for all successful applicants*

April 2015