

## **JOB ADVERT**

### **Exams/Cover Manager**

Dates	Contract available to start as soon as possible
Salary	Grade 6 (Point 21-26) £28,900 - £32,909 FTE
Location	Fir Vale Academy Trust, Owlter Lane, Sheffield. S4 8GB
Contract Type	Full Time – 37 hours per week/41 weeks per year – 7am – 3pm
Contract Term	Permanent

### **Exams/Cover Manager**

The purpose of this post is to ensure the integrity of the Academy as an examination centre, to be responsible for the smooth running and administration of all examinations, tests and controlled assessments.

To manage, organise and maintain the academy's administration processes with regards to cover for absent colleagues.

- An excellent communicator
- Strong communication skills, with the ability to work to deadlines and manage both your own workload and a team of invigilators
- The ability to develop and maintain good relationships with a wide range of people, from parents, governors and students to outside agencies
- Proficiency in Microsoft Office software, specifically Word and Excel
- You would be joining an established and supportive team, where you would be well supported within your role.

The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. The successful candidate will be required to complete a Disclosure and Barring Service form in line with Section 115 of the Police Act 1997.

For further information and to obtain an application form, job description and person specification, visit [www.firvale.com](http://www.firvale.com)

All applicants are required to complete a Fir Vale application form. Please do not use the Sheffield City Council application form. Applications to be submitted to: [mshiels@firvale.com](mailto:mshiels@firvale.com)

**The closing date for receipt of applications is 4pm Friday 10 February 2023**

**Interviews are to be after shortlisting.**