

FIR VALE SCHOOL

Job Description

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| Post Title: | Exams and Cover Manager |
| Hours of Work: | 37 hours per week, 41 weeks per year |
| Scale: | Grade 6 £28,900 to £32,909 |
| Actual Salary: | £25,984 - £29,588 |
| Responsible To: | Assistant Headteacher |

The post holder must at all times carry out his/her responsibilities within the spirit of Fir Vale School Academy Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust.

Specific duties and responsibilities

To be responsible for the maintenance and development of examinations systems and processes to the standards required by the academy, appropriate examinations boards and key stakeholders. This will include, but not be limited to:

- Liaise with senior staff, exam boards and other parties in all examination related matters.
- Act as first point of contact for student and parents in respect of all queries and problems relating to examinations.
- Production and distribution of examination timetables.
- Ensure entries and amendments are entered into the information and management system and communicated to relevant boards.
- Recruit, train, supervise and manage all staff directly involved in the administration and invigilation of examinations, including line management, staff development and appraisal.
- Ensure that clashes, transfers, changes to times, etc. are efficiently administered.
- Day to day preparation of examination rooms.
- Receipt and security of examination papers, stationery and materials.
- Ensure all mail received and sent out is properly handled and recorded.
- All administrative procedures regarding access arrangements, special considerations and provisions.
- Management of the school budget for examinations including recharges of exam fees to students where appropriate, and submitting income received to school office.
- Ensure coursework marks and predicted grades are recorded and communicated as appropriate.

- Lead and manage the administration of examination arrangements for other qualifications, including those done in cooperation with other centres in Sheffield and nationally.
- Organise both internal and external examinations at off-site venues where appropriate.
- Manage and administer On-Line testing of exams. Liaise with technical staff to ensure correct tests are downloaded.
- Manage all the arrangements for receipt and distribution of examination results including compilation of statistics for senior staff and school publications.
- To support the data and assessment team in the collection, analysis and production of whole school performance and assessment data
- From time to time, to meet the needs of the school, you may be asked but not automatically expected to work hours additional to your normal working hours. The school will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Assist with the clerical duties of the administration team as required from time to time and as appropriate to your role
- Contribute to the overall vision of the school
- Participate in relevant training, other learning activities and performance management as required; feedback information and disseminate to staff as appropriate.
- Ensure display boards and leaflet displays, etc. are kept up to date and in good order as appropriate and required
- To undertake any other duties and responsibilities, commensurate with the level of the post, as may be determined after negotiation between management, the post holder and appropriate trade unions

Cover

- To take daily calls from absent staff, arrange cover and room changes where necessary
- To arrange necessary staff cover for planned off-site and internal activities including examinations
- To advise staff of approved cover requests and publish the daily cover list for all known absences, updating throughout the day as necessary
- To liaise with external agencies, if required, to ensure high calibre supply staff are available should the need arise. Obtain feedback on supply staff from the senior colleagues and notify supply agencies of any relevant issues
- To record and evaluate data and produce relevant reports for monitoring purposes

TEAM RESPONSIBILITIES

At Fir Vale School we consider this role part of the overall admin support team and you will be required to provide assistance to colleagues in other areas as appropriate to meet the needs of the school.