



Examinations and Cover Officer

JOB DESCRIPTION

Role Purpose:

The purpose of this role is to ensure the effective organisation and co-ordination of all examinations within the academy and ensure effective day to day cover arrangements are in place for absent colleagues.

Key Accountabilities:

Reporting to the Date Manager, this post holder will be accountable for

Administration

- Work with the Senior Leadership Team to develop and implement information and communication systems with school- including checking the Academy's email and directing emails to the appropriate person (may vary by Academy)
- Ensure all mail received and sent out is properly handled and recorded

Examinations

- Manage, operate, maintain and develop all procedures in relation to external and internal examinations as specified in the agreed Examinations Procedure
- Liaise with appropriate parties in all examination related matters, including students with entry issues
- Produce and distribute examination timetables
- Ensure entries and amendments are entered into the information management system and communicated to relevant boards
- Ensure clashes, transfers, changes to times etc are efficiently administered.
- Day to day preparation of examination rooms.
- Be responsible for the management, recruitment and training of new invigilators and update existing invigilators on rules and regulation changes on an annual basis
- Receive and secure examination papers, stationery and materials
- Ensure all administrative procedures relating to pupil access arrangements (e.g., supporting the SENCo in making applications, rooming, training invigilators, managing emergency access arrangements etc.) have been carried out
- Ensure exam fees are recharged to pupils where appropriate and pay in income received
- Ensure coursework marks and predicted grades are recorded and communicated as appropriate
- Manage examination results including accessing results electronically/downloading results from awarding body secure sites and preparing results to be disseminated to each candidate

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- Dealing with requests and administering post-results services
- Issue examination certificates
- Liaise with appropriate members of SLT to ensure rooming and invigilation is managed efficiently and effectively

Absence Management

- Provide a daily cover sheet for absent colleagues
- Manage the absence and sickness line daily and ensure cover is provided by 8:00am
- Liaise with cover and supply agencies as and when required
- Maintain a daily spreadsheet which oversees weekly supply costs and liaise with HR
- Liaise with senior leaders and heads of department to ensure effective deployment of teaching staff
- Maintain records of staff absence, such as sickness, course requests, leave of absence to plan in advance and ensure staffing needs are met
- Liaise with HR regarding absence, paid and unpaid leave

Culture

- Responsible for the Health and Safety, security and welfare of self and colleagues in accordance with E-ACT's policies and procedures, reporting all concerns to an appropriate person.
- Responsible for working in accordance with E-ACT's policy relating to the promotion of Equality, Diversity and Inclusivity

Undertake any other duties appropriate to the grade of the post as requested by your Line Manager

E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.

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PERSON SPECIFICATION

Whether you're a 3-year-old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to **think big** for yourselves and for the world around you;
- We want everyone to **do the right thing** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong **team spirit**, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.

OUR VALUES

Thinking Big	<ul style="list-style-type: none">• Show energy, enthusiasm and passion for what you do• Demand the highest quality in all that you do, and in the work of your team• Willing to champion new ideas and think beyond the status quo• Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better• Be open to new ideas and change where it will have a positive impact on the organisation• Show a willingness to embrace different ideas and ways of thinking to improve E-ACT• Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work• Commitment to self-development, and developing your wider Team• Ability to self-reflect on yourself, your performance, and to think about how this could be improved further• Ability to encourage ideas from others in order to improve the organisation and build your team's confidence
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Doing the Right Thing	<ul style="list-style-type: none">• Have integrity and honesty in all that you do• Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work• Take responsibility and ownership for your area of work• Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils• Be transparent and open• Be resilient and trustworthy• Stand firm and stay true to our mission
Showing Team Spirit	<ul style="list-style-type: none">• Understand how you can have a greater impact as a team than you can as an individual• Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission• Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level• Recognise and celebrate the success and achievements, no matter how small, of your colleagues• Be generous with sharing your knowledge to help to develop others• Understand and be willing to receive suggestions and input on your area of work from others• Support your colleagues, even when this means staying a little later, or re-prioritising some of your work• Be aware of other peoples' needs and show an ability to offer genuine support• Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams

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KNOWLEDGE, EXPERIENCE & SKILLS

Requirement

E – Essential

Assessed at

A – Application Stage

D – Desirable

I – Interview Stage

P – During the probationary period

		E	D	A	I	P
Organisational Fit	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
Knowledge	Minimum 5 GCSEs grades 4-9 including Maths and English (or equivalent)	X		X	X	
	Additional qualification in statistics, data analysis or appropriate subject		X	X	X	
	Good understanding of current developments in secondary school curriculum and examination systems	X		X	X	X
	In-depth knowledge of the qualifications systems and how these contribute to the points scores used in league tables	X		X	X	X
	Knowledge of absence reporting procedures	X		X	X	X
Experience	Experience of managing exams in a secondary school environment	X		X	X	X
	Experience of working with examination boards, external agencies and other relevant stakeholders	X		X	X	X
	Experience of using SIMS		X	X	X	X
	Experience of leading a team		X	X	X	X
	Experience of coaching staff members	X		X	X	X
	Experience of analysing student data	X		X	X	X
Skills	Ability to prioritise workload effectively to meet deadlines and work under pressures	X		X	X	X
	Ability to communicate effectively with a wide range of stakeholders using a variety of media	X		X	X	X
	Ability to build and maintain effective working relationships with internal colleagues and external agencies	X		X	X	X
	Ability to hold difficult conversations confidently and effectively	X		X	X	X

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	Ability to use ICT and other specialist equipment	X		X	X	X
	Ability to use software, spreadsheets, databases and other packages effectively	X		X	X	X
	Ability to produce reports in appropriate formats	X		X	X	X
	Ability to analyse and evaluate data to identify trends and issues	X		X	X	X

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