Examinations and Deputy Cover

Officer

**Recruitment Pack**

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# Job Description

Examinations and Deputy Cover Officer

Reports to:

The Senior Leadership Team / Governing Body

Location:

The Heys School

Salary:

Grade 8. Actual starting salary £19,727 (dependent upon local government experience)

Hours:

37 per week, term time plus 1 week

## Overall purpose of post

* To be responsible for and manage the coordination of all examination arrangements
* To be the deputy cover manager.

## Examination Officer

**To be responsible for the management and coordination of the school’s examination entries, (both internal and external), from initial entry through to management of results, for both Key Stages, to include: -**

* Provide the Finance Department with accurate budget projections for examination entries
* Monitor the examinations budget and inform the Finance Department if there is a likelihood of an overspend on original budget set
* Ensure examination deadline entries are met to ensure there is no charge to the school for late entry fees
* Input of estimate/final entry data/coursework and other data input as required, in liaison with key personnel
* Organisation of invigilation rotas in accordance with examination regulations
* Coordination of invigilator deployment
* Training of invigilators to ensure efficient and effective execution of examinations in accordance with examination regulations
* Liaison with examination boards and JCQ officials, NAA and OFQAL officials to ensure that all regulations are met
* Liaison with external agencies in relation to supporting students taking examinations off- site (e.g. Hospital, EPRU)
* Liaison with SENco and the person responsible for special examination arrangements to ensure that provision is made for students with Special Educational needs.
* Liaison with heads of faculty/departments to determine any requirements for their subject examinations and to ensure appropriate preparation of the examination room
* Receive and store examination papers appropriately and in line with examination regulations
* Open and check materials received, allowing sufficient time to identify and resolve discrepancies, in accordance with the examination board regulations
* Supervise the admission of the candidates to the examination room
* Delegate the distribution and collection of examination papers
* Ensure efficient timekeeping of the examination process
* Supervise the candidates ensuring that regulations on conduct, communication etc., are strictly observed
* Respond to candidates queries in accordance with examination regulations
* Ensure any behaviour issues are dealt with line with school policy and ensure any breaches of conduct are dealt with and reported, in accordance with examination board and school policy
* Arrange escort for any student who may need to leave the examination room in an emergency
* To research and analyse problem solving solutions and/or strategies to increase school improvement – examination process related.
* To lead and manage the exam results day and mock exam results days
* To work with the AHT curriculum to ensure all polices related to the role are up to date and meet statutory guidelines.

To provide pastoral support for students preparing and taking examinations. This to include:

* Mentoring key pupils
* Coordinating support services for students suffering medial needs before or during examinations
* Dealing with student stress
* Coordinating the revision sessions and events to support pupil with exam stress
* Providing support for students to enable them to perform at their best during examinations
* Dealing with pastoral issues during examinations
* First point of contact with regard to discipline and medical incidents (within the examination setting)
* To liaise with parents whenever this is necessary as a result of pastoral issues and in relation to students who require special consideration and support both before and during examinations
* Liaison with site management staff to ensure the examination room is prepared for examinations and clear and tidied in readiness for the next examination
* Sort, package and dispatch examination papers to the nominated markers
* Make full arrangements for examination results day ensuring sufficient staff are in attendance to facilitate the needs of the school, students and press
* To manage the process of requests for appeals from parents and/or staff
* To handle all complaints in respect of examinations
* To organise certificates for Presentation Evening
* To lead on the planning and coordination of Y11 presentation evening

## Deputy Cover Manager

**To be the deputy for the management of the cover both teaching and non-teaching, in the absence of the Cover Manager to include:**

**-**

* Liaison with the Local Authority and Staffing Agencies to secure high quality staff for times of staff absence
* Ensure the staff cover rota is complete and distributed in a timely manner to ensure a prompt start to the teaching day
* Liaison with the finance department to ensure procedures are in place for accurate coding and dispatch to the local authority
* Ensure the recording of such practice is passed immediately to the Business & Resource Operations Lead for appropriate recording and filing
* To attend the operational leadership team meeting in the absence of the Cover Manager.

## Pastoral

* To undertake lunchtime supervision duties ensuring good relationships are built up with students to enhance behavioural expectations and management.
* To support students on the School Assessment for Learning Days.
* To prepare, provide and check documentation in relation to Educational Visits adhering to policy and practice.
* When required to accompany an educational visit, to undertake supervision of students as directed by the party leader.
* Ensure Governor meeting attendance records are maintained and the Local Governing Body are advised of non-attendance of Governors
* Ensure that a register of Local Governing Body pecuniary interests is maintained, reviewed annually and lodged within the school

## Health and Safety

* To complete all training briefs which are issued as part of our H & S awareness programme in a timely manner.
* To ensure you are responsible for your own health & safety and that of others within the school environment.
* To assist with regular health & safety checks on equipment and furniture within your working area.
* To prepare, provide and check documentation in relation to Educational Visits adhering to policy and practice.
* When required to accompany an educational visit, to undertake supervision of students as directed by the party leader.
* To be roll call officer as part of the emergency evacuation process

## Information Communication Technology Microsoft Application

* To be proficient in the use of ICT to facilitate preparation of materials to support teaching and learning.
* To keep pace with developments in software to facilitate vibrant and innovative delivery of subject content and to advise teaching staff of findings.
* To have input into the design of Web Site entries for your related faculty.
* To be proficient in the use of email and internet research.

## SIMS

* To accrue a sound knowledge base in the operation of SIMS to facilitate effective and efficient information retrieval.
* To undertake data input for related faculty, as required.

## Other

* To support with the production of display areas.
* To attend and be prepared for relevant meetings.
* To be aware of and support whole school policies, practice, procedures and issues, with particular regards to Safeguarding and Data Protection.
* To participate in training and other learning activities, including sharing of good practice and participation in internal training sessions, as a commitment to the Investors in People National Standards.
* To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Head Teacher or nominated representative (in conjunction with the post holder).

## Control of Resources

* Examination Expense Budget
* Examination Resources and consumables
* Computer equipment and software

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the level of responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

**Person Specification - Examinations and Deputy Cover Officer**

|  |  |  |  |
| --- | --- | --- | --- |
| **Attributes** | **Essential** | **Desirable** | **Assessment** |
| **Qualifications :** |
| Evidence of relevant qualification or equivalent experience |  | **X** | ApplicationReference |
| **Experience:** |
| Working with an Examination Office or as an examinations Officer |  | **X** | Application Interview Observation Reference |
| Working effectively within an administrative setting and managing ownworkload | **X** |  |
| Use of complex databases and data inputting | **X** |  |
| Use of Excel and creation of spreadsheets including the use of formulae | **X** |  |
| Working effectively within a school environment | **X** |  |
| Use of SIMS / Examination Organiser |  | **X** |
| Line management of a team |  | **X** |
| **Knowledge and Skills:** |
| Ability to adopt a variety of leadership and management styles | **X** |  | Application Interview Observation Reference |
| Creative approach to problem solving | **X** |  |
| High levels of ICT skills, particularly in the use of MS Office packages | **X** |  |
| Excellent written and oral communication skills with internal and externalpeople at all levels | **X** |  |
| Ability to deal with enquiries in a professional and sensitive manner | **X** |  |
| Awareness of data protection and confidentiality | **X** |  |
| Ability to prioritise own workload and work to deadlines | **X** |  |
| Ability to maintain standards under pressure | **X** |  |
| Capacity to take responsibility and show initiative | **X** |  |
| Exceptional organisational skills and accuracy | **X** |  |
| Excellent team working skills | **X** |  |
| The ability to build and develop excellent relationships with external agencies | **X** |  |
| Good research and resourcing skills | **X** |  |
| Ability to understand and manage numerate data to produce statistics forsenior management and line managers |  | **X** |
| Knowledge of Safeguarding responsibilities in school or a willingness to takepart in statutory and non-statutory training | **X** |  |
| **Personal Qualities:** |
| Commitment to high standards | **X** |  | Application Interview Observation Reference |
| Adaptable, flexible and creative | **X** |  |
| Ability to work to deadlines | **X** |  |
| Enthusiastic | **X** |  |
| Discreet, confidential and professional manner | **X** |  |
| Ability to work as part of a team and lead the team forward | **X** |  |
| Proactively generates positive working relationships | **X** |  |
| Ability to inspire, support and energise others to achieve a common purpose | **X** |  |
| Ability to relate well to children, young people and adults | **X** |  |
| Commitment to regular and on-going professional development | **X** |  |
| Ability to demonstrate and promote good practice in line with theethos of the ethos of the College | **X** |  |
| Understanding and recognition of the principles of equality and diversity | **X** |  |
| Commitment to the safeguarding and welfare of all students | **X** |  |

The Trust will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.

The Rowan Learning Trust

Registered Office: Carr Lane, Wigan, WN3 5NY Company Number 8010464


# THE HEYS SCHOOL

**JOB APPLICATION FORM FOR SUPPORT STAFF IN SCHOOLS**

*The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.*

HEYS ROAD, PRESTWICH, MANCHESTER. M25 1JZ

**TELEPHONE:** 0161 773 2052

***EMAIL:*** *jobs@theheys.school*

1. **POST APPLIED FOR**

|  |  |
| --- | --- |
| **Post Applied For:** |  |
| **School:** | The Heys School |  |  |
| **As advertised in:** |  | **On date:** |  |

1. **PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **SURNAME:** |  | **FORENAME:** |  |
| **TITLE:****(Optional)** |  | **Date of Birth:****(Optional)** |  |
| **Address:** |  |
|  |  |
| **POSTCODE:** |  | **Email:** |  |
| **Telephone No:** |  | **Mobile No:** |  |

1. **CURRENT POST**

|  |  |
| --- | --- |
| **CURRENT EMPLOYER AND JOB TITLE:** |  |
| **DATE OF APPOINTMENT:** |  | **SALARY:** |  |
| **NOTICE PERIOD:** |  |
| **MAIN DUTIES AND RESPONSIBILITIES** |
|  |
| **Reason for this application** |  |

1. **PREVIOUS WORK EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Employer** | **Dates of employment** | **Post(s) held** | **Reasons for leaving** |
|  | **From** | **To** |  |  |
|  |  |  |  |  |

1. **OTHER RELEVANT WORK EXPERIENCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Post** | **Dates** | **Employer** | **Grade/Salary** | **Reason for Leaving** |
|  | **From** | **To** |  |  |  |
|  |  |  |  |  |  |

1. **GENERAL EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | **From** | **To** | **Qualifications – Grades, awarding bodies and dates** |
|  |  |  |  |

1. **FURTHER AND HIGHER EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of College/ University** | **From** | **To** | **Qualifications – Grades, awarding bodies & dates** |
|  |  |  |  |

1. **ANY OTHER RELEVANT QUALIFICATIONS**

**Please give details of any other relevant qualifications you have for this post.**

1. **ADDITIONAL INFORMATION**

|  |  |
| --- | --- |
| Are you related to, or a close friend of, any member of the Trust or of the Governing Body of the school? *(If yes, please state relationship)* | Yes / No |
| Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension?*(If yes, please give details)* | Yes / No |
| Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability?*(If yes, please give details)* | Yes / No |
| Do you hold a current and valid driving licence?*(if yes, please state the category)* | Yes / No |

|  |  |
| --- | --- |
| Please indicate if you have any special requirements to allow you to participate fully in an interview. |  |

1. **Criminal convictions or cautions**

|  |
| --- |
| You should note that the disclosure of any offence will not necessarily prevent the Rowan Learning Trust from employing you, but we reserve the right to consider its significance in relation to working with children.Work at the school is exempt under the Rehabilitation of Offender Act 1974. Any offer of appointment will be dependent upon the successful completion of the Disclosure and Barring Service (DBS) check at the Enhanced level.Where serious concerns as to an individual’s suitability to work with children are expressed, the facts will be reported to the relevant authorities. |
| Do you have any unspent criminal convictions, cautions or bind-overs?If yes, please forward details (date, offence and sentence) with a covering letter, in a sealed envelope marked “Addressee Only – Headteacher”. | Yes / No |

1. **REFERENCES**

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer**. In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

|  |  |
| --- | --- |
| **REFEREE 1** | **REFEREE 2** |
|  |  |
| **TELEPHONE NO:** |  | **TELEPHONE NO:** |  |
| **EMAIL:** |  | **EMAIL:** |  |
| **Reference Type:**(Please circle) | Employer | Education | Character | **Reference Type:**(Please circle) | Employer | Education | Character |
| Please note that we will contact these referees if you are short-listed for this post and seek reference before interview. |

1. **FURTHER INFORMATION FOR CANDIDATES**
	* You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.
	* Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.
	* To comply with the Asylum and Immigration Act 1996 (as amended by S.147 of the Nationality, Immigration and Asylum Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK. If you are appointed to the post you will be provided with further information detailing what documents will be required.

**THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT**

1. **DECLARATION**

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.

Signature:……………………………………………………………………………Date:…………………………………………………………