



## **Job Description – Exams, Cover & Data Manager**

**Starting Salary: up to £40,000 per annum inclusive**  
**(Full time post - 36½hrs pw. with 5 weeks leave)**  
**Final Salary Pension Scheme**

### **Main purpose of post**

Responsibility for the administration, organisation and smooth running of public and internal examinations, analysis of student data and overseeing the arrangement of day to day cover for absent teaching staff.

### **Duties and responsibilities**

- To disseminate information about public exams to staff, students and their parents.
- To brief students on examination systems and procedures and conduct, and to produce guidelines for staff and students.
- To issue arrangements for exam session conduct to all students and staff.
- To collaborate with the SENCO in making appropriate access arrangements for students with special educational needs.
- To liaise with Curriculum Managers in finalising student entries.
- To be responsible for the submission of examination registrations, entries, forecast grades and coursework marks for external exams to the Awarding Bodies for public exams, GCSE, AS and A2 Level as well as those for vocational courses.
- When appropriate, to make arrangements for students at the Academy to take examinations in subjects they have studied elsewhere. Where feasible, to make arrangements for Academy Leavers to take examinations in line with the Academy Examinations Policy.
- To complete examination entries using appropriate software and to keep backup copies of these for internal records.
- To retrieve costs of examination entry from absentees and private entries.
- To arrange re-marks, reports and enquiries about exam results with the examination board; to manage access to script requests and to ensure information on all these services is available to staff and students.
- To create individual exam timetables for candidates and arrange timetables for invigilators.
- To sort out all exam clashes and make appropriate provisions for students within JCQ guidelines.
- To receive, check, sort and secure external examination papers as they arrive and to be responsible for examination stationery in line with JCQ regulations.
- To ensure exams are conducted to the minimum standards required by the JCQ; to ensure the Academy passes the annual JCQ inspection and to address any issues arising from the inspection.
- To be responsible for the daily running of public examinations including practical exams and to inform the relevant staff about arrangements that need to be made for furniture set up in the main hall, the gyms and/or other examination rooms.

- To monitor exam attendance and to take appropriate action in liaison with the Attendance Officer
- To check, pack and arrange the despatch all external examination papers by parcel force or other authorised means
- To deal with special consideration requests
- To provide relevant statistics on examination entry and examination results to the Principal (especially on the day of restricted release of results) and to other colleagues as required.
- To manage and supervise GCSE and AS/A2 result days and to manage access of results to staff with appropriate priorities.
- To manage requests for the submission of examination data to external bodies (SSAT, Local Authority) where authorised by the Principal.
- To check DfE statistics and examination results information before publication.
- To arrange collection of exam certificates when they are available and prepare a receipt to be signed by the candidate.
- To liaise with staff, parents and students in dealing with complaints and queries about public examinations.
- To make arrangements for all internal examinations – mock examinations, university pre-admission tests and the Cognitive Ability Test – including timetable rooming and internal invigilation
- To prepare, submit and manage the Exams Budget.
- To adopt the use of computer packages and software modules to streamline the administration of examinations.
- To advertise for and appoint Exam Invigilators
- To provide relevant training for Invigilators
- To arrange payment of Invigilators in liaison with the Finance Office
- To analyse data from students' results, both internal exam related and from GCSEs and A-Levels
- To assist Curriculum Managers and Deputy Heads in tracking and monitoring of students using appropriate ICT packages (SIMS.net, MS Excel).
- To produce Presentations and Reports of these results and assist Deputy Principals in target setting for students including liaising with external target-setting bodies (Fischer Family Trust, CEM Centre (ALIS), ALPS).
- To line manage the Exams and Cover Assistant
- To oversee the management of the cover rota for absent teaching staff on a daily basis, including ensuring that arrangements are in place for dealing with emergency cover.
- To arrange any necessary room changes on a daily basis, through the Exams and Cover Assistant.
- To arrange the induction of externally provided supply staff, through the Exams and Cover Assistant.
- To support the Exams and Cover Assistant in overseeing the management and deployment of Cover Supervisors and ensure quality control.

## **Working Pattern**

1. 36.5 hours per week. The Exams and Cover Assistant has a 07.30 start each day (approx), the Exams, Cover and Data Manager will work flexible hours within a 07.30 to 18.30 range to suit the nature of the job requirements as this will vary during examination periods
2. Full time with 5 weeks paid leave per annum exclusive of bank holidays
3. The four days during the summer closure period that are the GCSE and A level results days.
4. Leave to be taken during the Academy term breaks.

## **Qualities required**

- Excellence at forward planning and meticulous checking of data.
- Superb organisational skills – able to manage the four public exam cycles, November, January, March and May/June as well as internal exam sessions.
- Working well under pressure to deadlines and be able to set internal deadlines to enable this

- Calmness, flexibility, dependability, reliability
- Ability to work with, and manage, others
- ICT literate, high level skills
- Ability to make decisions and be proactive
- Negotiating skills
- Excellent communication and presentation skills
- Sense of humour