



July 2019

Dear Candidate

Thank you for your interest in the post of Exams and Cover Officer at St Katherine's School.

St Katherine's is an exciting and rewarding place to work where staff work hard to give students rich opportunities to learn, both inside and outside the classroom. We have a positive attitude to what we can achieve and we work with a can-do approach. You will find that our values run deep and are represented throughout our work with our young people - see our [website](#). We work tirelessly to educate young people for academic success and for life.

If you apply for this post, you will be joining a team that is deeply committed to young people, that believes there are no limits to what a young person can achieve. You join a team who are engaged in their own learning and continually strive to develop their own practice and share with each other to improve our collective impact on young people.

St Katherine's School is part of Cathedral Schools Trust. We are situated on the edge of Bristol in a beautiful rural environment. The majority of our students live in Bristol and due to the easy transport links, make a positive choice to travel out of the city each day to enjoy the wealth of opportunities that St Katherine's has to offer.

Further information about the school, the post can be found on the school [website](#) Please include with your application a supporting letter explaining why you have chosen to apply for the post. This should highlight the skills, qualities and experience you would bring to the post and how these would benefit our school. (No more than two sides of A4 please).

The closing date for receipt of completed applications is **midnight 11 July 2019**. Interviews will be held during w/c 15 July 2019.

St Katherine's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to DBS Barred list and Enhanced Disclosure checks.

I look forward to reading your application.

**Justin Humphreys**  
Headteacher



## St Katherine's School

### Exams and Cover Officer

Salary £19,076 - £21,603 pa

**Full time. Average 37 hours per week over 5 days.** Term time plus 5 INSET and 10 additional days during the school holidays to meet the needs of the school, including GCSE and A level results days during August.

We are seeking to appoint a dynamic, enthusiastic and well-organised individual to manage the administration of both external and internal examinations and organise daily cover for staff absence within the school.

This is a diverse and challenging role involving high levels of planning to ensure the accurate delivery of each exam session and make sure the school cover system runs smoothly. Specifically, you will be involved in supporting:

- The examinations process including timetables, invigilation arrangements, room preparation, exam start times and absenteeism
- Examinations activities and problem-solving associated with examinations
- The school cover system to ensure classes are covered, the cover management system is maintained and daily/emergency cover is provided

The successful candidate will also be required to undertake First Aid (appropriate training will be provided).

The successful candidate will need to be:

- highly efficient and organised with strong attention to detail
- have the ability to prioritise and work to deadlines and have a 'can do' attitude to problem solving
- possess good team working skills and the ability to work effectively in a busy office environment
- demonstrate excellent interpersonal skills and the ability to communicate in a calm and professional manner with staff, students and parents
- confident and proficient with IT with ability to quickly and accurately record information

**Working times:** 7.30 am start. The hours of the post average 37 hours per week during term time. Due to the nature of the work and scheduling of exams, some weeks will be busier than others. Therefore, it is envisaged that the post holder will work flexibly during the weeks when there are no exams. This will be negotiated with the successful candidate.

St Katherine's is a vibrant, medium sized 11 – 19 mixed comprehensive school and part of Cathedral Schools Trust. We are situated on the edge of Bristol in a beautiful rural setting. The majority of our students live in Bristol and due to the easy transport links, make a positive choice to travel out of the city each day to enjoy the wealth of opportunities that St Katherine's has to offer. All at St Katherine's believe that there are no limits to what a young person can achieve. Through focusing on high quality learning and teaching we work tirelessly to educate young people for academic success and life.

Further information about the school and the post is on the school [website](#)

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**Closing Date: Midnight 11 July 2019**

**Interview date: during w/c 15 July 2019**



## St Katherine's School Job Description

**JOB TITLE:** Exams and Cover Officer

**REPORTS TO:** Data Timetable and Cover Manager

**GRADE:** JG5

### ***JOB PURPOSE***

To manage the administration of both external and internal mock examinations including the supervision and training of invigilators.

To administer daily cover routines ensuring staff absences are recorded accurately and suitable cover provided to support the delivery of the curriculum.

### ***MAIN DUTIES***

- 1 To be responsible for processing entries to exam boards within timescales provided by the boards, liaising with Heads of Faculty as required.
- 2 To undertake the administration of daily cover routines as directed by the Cover Manager.
- 3 To organise all examination administration regarding timetabling, rooming, seating and invigilation.
- 4 To conduct examinations including managing, supervising and training a team of invigilators.
- 5 To organise the timetable and invigilation programme for exams, including liaison with our team of invigilators and correspondence with exam boards. To ensure all regulations regarding invigilation and rooming are met.
- 6 To make arrangements for students with access arrangements regarding examinations liaising with the SENDCo/Inclusion Manager.
- 7 To ensure students and parents are aware of examination procedures.
- 8 To be responsible for the processing, compilation and distribution of results to students.
- 9 To provide examination data as requested by line manager and SLT.
- 10 To undertake analysis of examination results and assessment data as requested by line manager and SLT.
- 11 To provide administrative support to the Data Timetable and Cover Manager as required.
- 12 Provide first aid for students and staff as required.
- 13 Provide support with general administration as required.

### General Responsibilities:

- To be aware of and understand the School's Equal Opportunities, Race Equality, Whistleblowing, IT and Safeguarding Policies ensuring at all times that the duties of the post are carried out in accordance with School Policies.
- To ensure compliance with all Health and Safety legislation, risk assessments and associated codes of practice and school policies.
- To review and develop working practice by developing and maintaining effectiveness as a member of the school staff through taking responsibility for own continuing professional development.
- To work effectively with both teaching and support staff, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school.
- To undertake any duty or responsibility that the Headteacher and line manager asks relevant to the school's needs as required and are commensurate with the grade. This is not an exhaustive list and some changes to both the Job Description and duties may occur.
- The postholder must at all times maintain confidentiality and work within the requirements of data protection/GDPR at all times.
- To take part in the school's annual appraisal process for support staff

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

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June 2019

<b>PERSON SPECIFICATION</b>	
<b>SCHOOL</b>	St Katherine's School
<b>POST TITLE</b>	Exams and Cover Officer

<b>ASSESSMENT CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>FORMAL QUALIFICATIONS</b>	Minimum 5 GCSE Grades A*- C or equivalent including English and maths	A good standard of education to 'A' Level or equivalent in at least 2 subjects
<b>WORK RELATED EXPERIENCE AND ASSOCIATED VOCATIONAL TRAINING</b>	<p>Excellent organisational skills, to be able to prioritise work and meet deadlines.</p> <p>Excellent IT skills including working knowledge of MS Office and bespoke software packages.</p> <p>First Aid at Work (willingness to undertake training)</p>	<p>Experience of working in a related role, preferably in an education environment.</p> <p>Good working knowledge of school specific processes and IT e.g. Examinations procedures, regulations and policies.</p> <p>SIMS and SISRA software.</p>

<b>OTHER RELEVANT EXPERIENCE</b>	Data processing and management including production of reports in a standard format	
<b>SPECIALIST KNOWLEDGE</b>		Schools examination procedures and policies. Knowledge of JCQ regulations.
<b>JOB RELATED SKILLS</b>	Statistical/numeracy skills. Able to speak to a group of people and clearly communicate information. Ability to work to a high level of accuracy and attention to detail.	
<b>PERSONAL SKILLS</b>	Excellent communication skills. Ability to deal with different audiences – students, parents, staff, senior leaders. Ability to remain calm under pressure.	
<b>SPECIAL WORKING CONDITIONS</b> <i>e.g. a requirement for evening or out of hours working, the need for travel, ability to work at heights.</i>	Flexibility of working hours during the key period of examinations  The job involves working with children and will be subject to enhanced Disclosure and Barring Service checks	

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