



EXAMS OFFICER & COVER CO-ORDINATOR

JOIN OUR TEAM

Post Title: Exams Officer & Cover Co-ordinator

Contract Type: Permanent (37 hours per week, 41 weeks per year, including 2 days in August)

Reporting to: Technical Services Team Leader

Salary Range: £27,780 - £30,564 pro rata per annum
(actual salary £24,980 - £27,484 per annum)



ROLE PROFILE

The purpose of this role is two-fold. This is a key position within the school; reporting to the Technical Services Team Leader and the Trust's Information Officer. Working closely with the senior staff of Perins school, the Progress Leads, and SENDCo, you will be responsible for the effective administration and guidance of all aspects of internal and external examinations and formal tests in accordance with procedures laid down by the Joint Council for Qualifications (JCQ), other awarding bodies and the school.

In addition, you will be responsible for coordinating the day-to-day cover requirements for teaching staff absence within the school and for organising and supporting our cover supervisor and bank supply staff team. There will also be an expectation to foster and build strong links with our external cover agencies to ensure the quality of the cover staff while supporting the management of the budget.

This is a busy and varied role so you must be confident working under pressure and prioritising tasks. You will have knowledge of examination procedures and experience in administering public examinations. Good problem solving skills are essential and you should be confident communicating with stakeholders at all levels.

USEFUL LINKS



[Vita Multi Academy Trust](#)



[The History of Perins School](#)



[Our Ofsted report](#)



[Meet our Head of School
Mr Nevola](#)

EXAMS OFFICER & COVER CO-ORDINATOR ROLES AND RESPONSIBILITIES



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Perins is a fantastic school with a committed and enthusiastic staff body, which makes it a great place to be. I really do take pride in working at Perins and strive to play my part in creating a fantastic learning environment.

Team Leader

Exams

- Liaise with all relevant stakeholders regarding entries and ensure that these are completed accurately and submitted on time.
- Provide a central timetable to include dates, times, venues and number of candidates which resolves any potential clashes.
- With the Senior Invigilators, arrange invigilation, including briefing and training invigilators in school procedures.
- Liaise with SENDCo to plan, oversee and action special arrangements and special consideration for internal and external tests and examinations.
- Organise exam rooms and materials, providing safe custody of and organisation of examination stationery and materials, including question papers, in accordance with regulations.
- Be present and available in school on the days when results are notified and overseeing the distribution of results to candidates (please note this is in August).
- Answer enquiries and deal with initial stage complaints regarding external and internal examinations with staff, students and parents/carers.

Cover

- Manage the planned absence cover system in accordance with school policies and procedures and allocate cover effectively and efficiently and to ensure as far as possible that all classes are covered.
- Manage the available resource and advise staff of cover availability when they are planning activities.
- Liaise with Cover team, including reserve staff as well as supply agencies, to book staff as required and be the main point of contact for supply staff and the authorising of time sheets.
- Arrange cover at short notice if staff go absent during the working day
- Be responsible for coordinating the induction of supply teachers into school routines.



Aspire **TODAY** *Inspire* **TOMORROW**

Qualifications & Person Specification

- Qualified to at least GCSE C grade or equivalent in Maths and English

Experience

- Experience of working in an administrative role and of using Microsoft Office apps to an intermediate level.
- Experience in examination procedures and processes.
- Experience of maintaining efficient filing systems and of using computerised administration systems.
- Accustomed to dealing with sensitive information.

Essential Skills

- Excellent, communication and interpersonal skills, able to communicate with a range of stakeholders.
- Ability to work in a pressurised environment, to organise and prioritise.
- Capable of working independently as well as part of a team.
- A strong work ethic and the ability to manage multiple priorities effectively.
- Excellent organisational and time management skills.
- Good working knowledge of Microsoft Office packages.
- Problem solving abilities.

BENEFITS



Remuneration: Support staff salaries are based on HCC grades.



Holiday: Our teachers work in line with Hampshire School terms. Support staff have a generous annual leave allowance, that is either wrapped up in your monthly pay (term time only contract) or can be taken at any time during the year (52 week contracts)



Pension: Support staff benefit from membership in the Local Government Pension scheme. These pension schemes are renowned for their generosity.



Discounts: We offer a wide range of voluntary discounts via our partners KAARP.



Childcare: Reduced pre-school fees at Perins Pre-School. Reduced fees at the breakfast and afterschool club based at Sun Hill Junior School.



Training : We have a strong CPD ethos, and encourage life-long learning. Regular CPD sessions are held at school.



Free on site gym



Weekly 'cake break' hosted by each department.



Cycle to work scheme



Free car parking



Thank you for your interest in the Exams Officer & Cover Co-ordinator position at Perins School. To ensure a smooth application process, please complete the following sections of the application form:

By following these guidelines, you can increase your chances of a successful application.

Best of luck!

GUIDANCE FOR APPLICATION FORM COMPLETION

Employment History

- **Current Employer:** Provide details of your current position, including job title, start date, and key responsibilities.
- **Previous Employers:** List all previous employers, including part-time, temporary, and voluntary positions. Provide start and end dates, job titles, and key responsibilities for each role.
- **Employment Gaps:** If there are any gaps in your employment history, please explain the reasons for them.

Formal Education

- **Qualifications:** List all relevant educational qualifications, such as degrees, diplomas, and certifications.
- **Subjects:** Specify the subjects studied for each qualification.
- **Grades:** Include your grades or scores for each qualification, if applicable.

Safeguarding Children and Adults

- **Commitment to Safeguarding:** Declare your commitment to safeguarding children and adults, as required by the Trust.
- **References:** Provide references from individuals who can vouch for your suitability to work with children and adults. These references should ideally be from managers or supervisors who have worked with you in a school setting.

Additional Tips:

Read the application form carefully before starting to ensure you understand all the requirements.

Be as specific and detailed as possible in your responses.

Proofread your application carefully to avoid any errors.

Pre application tours welcome.

If you have any questions, please don't hesitate to contact the HR department for clarification.



I sincerely hope that you find the information provided useful, and that the position is attractive to you. All appointments to our staff are important; however, the appointment of the right staff to secure the continued success of Perins School is essential.

If you feel you are up to the challenge, to embark on this truly exciting opportunity of working at Perins School, with exceptional support provided by an experienced and committed team of lead practitioners and if you believe you can contribute to our exciting future, I invite you to make an application to be part of the amazing Perins staff team.

Mark Nevola - Head of School



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