



Exams Officer and Cover Manager

**Salary – D Grade – Full Time Equivalent £23,703 TO £26,401 per annum
(Pay award pending)**

**30 to 37 hours per week, 42 weeks per year (salary will be pro rata for part time)
Start time 7.30am Monday to Friday – finish time negotiable.**

Benefits include 24 days' annual leave plus bank holidays, increasing with service, and Local Government Pension Scheme

Park Community School offers a fantastic working environment, a range of employee benefits and the opportunity to make a difference in a fast-paced and ambitious school.

This is a crucial role in ensuring the smooth and efficient running of exams, while also managing cover arrangements including the allocation of supply teachers.

Duties will include:

Exams

- Organising entries for exams, corresponding with exam boards, Heads of Department and the Senior Leadership Team.
- Coordinating exam invigilation and supervision.
- Overseeing the storage and distribution of exam papers and materials.
- Managing exam results and coordinating the publication process.

Cover

- Arranging cover for lessons and duties on notification of staff absences and leave requests.
- Ensuring that lessons run smoothly in the absence of scheduled staff members.

Ideally, you will have proven experience in coordinating exams and cover within a school or other educational environment, or of scheduling events and arranging staffing. We are looking for well-organised and efficient person with a high level of attention to detail. Familiarity and confidence in using Sims or another MIS would be an advantage.

We are committed to ongoing development, so can support you in achieving relevant further qualifications or continuing your studies through an apprenticeship qualification if you wish to do so.

To apply for this position, please download an application form from www.pcs.hants.sch.uk/employment.php. We look forward to hearing from you.

Closing date: 10 October 2023

Interview Date: To be arranged.

Park Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Enhanced DBS check along with other relevant employment checks. In promoting equal opportunities, the school welcomes applications from all sections of the community.