



**Helsby High School  
Job description**

<b>JOB TITLE</b>	<b>Exams Officer (Curriculum Support Assistant)</b>	<b>JOB REF NO</b>	<b>AAAE6920 – Grade 6</b>
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**BASIC JOB PURPOSE**

To develop and maintain the School's Information Management Systems (SIMS) computer administration network and database, maintaining data integrity within SIMS to administer and process whole school entries and results, and provide Statutory Assessment Test reports to parents.

To manage the schools internal and external examinations process.

To support the provision of teacher cover via the cover supervision team and effective management of the school's supply budget.

To manage the central curriculum support administration function for the whole school.

<b>NO</b>	<b>MAIN RESPONSIBILITIES</b>
<b>1</b>	Deputise for the Curriculum Support Manager where appropriate ensuring that short term daily operational tasks are completed.
<b>2</b>	Contribute to the development of new procedures and systems that could contribute to the maintenance of the highest possible level of administrative efficiency in the school. Train all teaching and support staff in relevant software packages, to include the use of SIMS modules and Report software to ensure accuracy, awareness of data and confidence in using the data available.
<b>3</b>	Support the completion of examination entries to the relevant awarding bodies and any supportive administration. Support the management of the school's internal and external Examinations System, including the analysis of statistical data relating to examination (external and internal), downloading and receiving on behalf of the school examination results from the various Examination Boards. Distribute results to students and parents and carers.
<b>4</b>	Manage the preparation of reports and data needed by the management group or Governors of the school and external agencies, analyse various data and produce reports for Senior Leadership Team (SLT) and Governors to highlight performance issues in relation to student, faculty and whole school targets.
<b>5</b>	Coordinate all administration concerning examinations, including Special Arrangements (Access Arrangements) liaison with SENCO, security of exam papers and confidentiality, Liaison with external bodies, and Operation of SIMS exams organiser.
<b>6</b>	Design and produce marksheets and report templates and monitor the production of reports. Operation of SIMS Assessment Manager.
<b>7</b>	Support budget control for Assessment, Recording and Reporting; Examinations; and Teacher Cover; ensuring that value for money is achieved and that the separate budget heads are managed in the most cost-effective manner possible.



<b>8</b>	Support the work of relevant Administrative and Support staff, directly and through intermediate staff; and ensure efficient administrative and support systems are in place for the effective operation of the school.
<b>9</b>	Support the management of the cover system, to include day to day operational management of cover as well as forward planning of cover to ensure the educational needs of students are met.
<b>10</b>	Engage and deploy external supply teachers, ensuring that all teacher absence is covered, and continuity of the curriculum is maintained. Ensure all teaching staff are trained in the use of requisite administrative / software packages.
<b>11</b>	Ensure that all supportive systems are in recorded in the timetable and SIMs as appropriate (e.g. PPA, Cover, On-Call, Reflection Room Cover, statutory meeting times). Create and manage procedures to improve the reporting systems to parents; and oversee the effective use of the process.
<p>Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.</p>	