

Job Description

Post: **School Support Officer
(Examinations, & EVC with deputising role for cover arrangements
in the absence of the Cover Manager)**

Salary: **CCBC Pay & Grading Structure Level 4 (points 19 to 21)**

General Duties

- To work under the supervision of the Corporate Business Leader to provide cover for classes whose teacher is absent, (Planned or unexpected) in the absence of the Cover Manager
- To arrange supervision/invigilation for all examination sessions.
- To work under the supervision of the Corporate Business Leader to ensure the accurate, complete and timely processing of examination entries, results and certification.
- Be involved in the planning and management of educational visits including adventure activities led by school staff.

Responsible to:

- The Head Teacher, through the Corporate Business Leader

Working Time: Full Time (7.30am to 3.30pm –Mon to Thurs, 7.30am to 3pm Friday)

Disclosure: Enhanced

Specifically responsible for:

Examinations

- To process administration documents and undertake clerical duties in line with the examination needs of the school.
- To liaise with members of staff and awarding bodies to ensure maintenance of appropriate records in respect of examinations to include:
 - Candidate entries
 - Timetabling

- Preparation of examinations
- Dispatch of papers or course work
- Receipt and distribution of results and other examination related materials
- To input data into the school's computerised systems
- To upload exam data to agencies such as ALPS
- To extract reports from the school's computerised systems
- To undertake other administration duties as required by the Examinations Boards.
- To arrange supervision/ invigilation for all examination sessions.
- To provide data to the School Leadership Team on Key Performance Indicators on External examination results days
- To co-ordinate the draw down of result and organisation of examination results days.
- To train and deploy Examinations invigilators
- To work with Key staff, especially the ALNCo on access arrangements

Cover Arrangements (Only in the absence o the Cover Manager)

- Provide cover for classes (in line with school policy) whose teacher is absent. (Planned and unexpected)
- Produce a daily cover sheet.

Educational Visits Coordinator

The EVC will be involved in the planning and management of educational visits including adventure activities led by school staff. This will involve-

- Obtaining necessary documentation from pupils and providers.
- Inputting information onto the Evolve system for approval.
- Completion of risk assessments.
- General oversight of all educational visits.

Communications:

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.

Quality Assurance:

- To contribute to the process of monitoring and evaluation of the administrative system in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To take part, as may be required, in the review, development and management of activities relating to the, administration functions of the school.

Professional Development:

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas.

Other Specific Duties:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and, where appropriate, students to follow this example.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.

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.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Ysgol Bryn Elan is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.