

# Prudhoe Community High School Exams and Cover Manager

Recruitment Pack



# The Cheviot Learning Trust

Cheviot Learning Trust was created in 2023 from a merger of Tyne Community Learning Trust and Three Rivers Learning Trust. The new Trust will enable our high quality staff from across all of our schools to cooperate through professional and innovative networks that develop the educational excellence all of our students deserve. We educate over 5500 students across 18 schools between the ages of 2 and 19 and employ over 750 staff. We are a charity supported by over 150 governance volunteers who hold us to account in their role as critical friends. We are proud Northumbrians; more than happy to welcome schools to join us from inside or outside Northumberland. All of the schools have a long and proud history of

providing an excellent education service to their local populations. We are seen locally as a centre of educational excellence and were selected to be the Teaching School Hub for Newcastle, Northumberland & North Tyneside. We recognise the mutual benefits to our Learning Trust through reciprocal staff development opportunities, training events, and the generation of new ways of working through system leadership. Through our teaching, we aim to equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

## The Cheviot Learning Trust mission

Our core purpose is to advance education for the public benefit. We believe that each school in the Trust family has unique qualities to share and unique challenges to be resolved. Deep collaboration is a key Trust expectation that helps us to deliver significant benefits for the students, the staff and the schools that form the Trust. Each school is stronger in the Trust family; delivering a better education for the public good than if they were outside the Trust.

## Our vision

Our purpose is to deliver excellent education for the benefit of all and our mission is to develop all our young people to have the opportunity to succeed.

## Our values

Everything we do is based around the values that we hold dear:

- **Innovation** We're here to shape the future, which is why we all have a responsibility to be thinking about the big issues of tomorrow.
- **Cooperation** We nurture the relationships that we've built over many years and we know by working together we can achieve more than we can alone.
- **Respect** We take the time to understand and make decisions and have due regard for the feelings, wishes and rights of others.
- **Excellence** We will always strive for continuous improvement and will produce the best solutions and deliver the best services possible.

# About Prudhoe Community High School

Prudhoe Community High School is a very hardworking and caring school which draws students from 100 square miles around Prudhoe. Our Sixth Form provision caters for over 200 students. We have a good examination record at GCSE and A Level.

We are a school that is full of enterprise, drama, art, music and sport and regard these areas as crucial in developing a whole range of personal and social skills.

We work closely with our parents/carers and directly consult via a parent/carers group which meets half termly. There are opportunities to submit views via regular questionnaires for staff, students and parents/carers. We are part of the Cheviot Learning Trust.

## We want our young people to:

- Strive for excellence wherever and however they can
- Develop their values and learn to live by them
- Participate actively

## We shall:

- Strive for excellence
- Create a hardworking and caring, safe and stimulating community
- Work in partnership with our parents and carers and local, national and international organisations to enrich our outcomes

We are in the fortunate position of having moved to our brand new purpose built 'under one roof' school in September 2016. We have a brand new 3G pitch and sports facilities. This is a school where students will be challenged to work hard and give their best. We are a happy and caring school where individual needs are met and where every individual student matters.

## About Prudhoe

Prudhoe (population 19,000) lies in the southern part of Northumberland only 12 miles west of Newcastle. The area includes attractive rural countryside with dormitory villages, some industry along the Tyne Valley, and there is a wide range of good quality housing available. Prudhoe is close to the Northumberland National Park, yet enjoys easy access by road and rail to the urban amenities of the Tynedale conurbation.



## Job Advert

**Prudhoe Community High School, (13-18 years High School) Part of the Cheviot Learning Trust. Headteacher: Mrs Annmarie Moore.**

**Job title:** Exams and Cover Manager

**Salary /Grade:** Band 5 points 12-17. Salary £23,309 - £25,380 for 37hpw term time + 10 additional days

**Responsible to:** Assistant Head Teacher (AHT)

**Start date:** ASAP

Prudhoe Community High School is a 13-19 High School with approximately 720 students on roll including approximately 200 Sixth Form. Examination results are excellent at both GCSE and Sixth Form. In 2022 our P8 was +0.11 for Year 11 and our value added measure for post-16 results is consistently higher than the national average. Progress for SEND students was +0.4.

In 2016, our new school building opened. We have an environment set up to support learning for all students with new Fitness Suite, 3G pitches, Engineering, Learning Resource Centre and many more outstanding facilities across the school.

In September 2023, the school merged with The 3 Rivers Trust to become part of The Cheviot Learning Trust with 2 high schools, 5 middle schools and 10 first schools.

This is a permanent role, 37 hours per week term time plus 10 days. The normal working hours are currently Monday to Thursday 7.30am to 3.30pm and Friday 7.30am to 3.00pm with a half hour break for lunch. The post holder is responsible for the organisation and administration of public and internal examinations within school. The successful applicant will also be responsible for recruitment, training and managing a team of external invigilators. As Cover Manager you will be responsible for ensuring appropriate and cost effective cover arrangements are in place for absent teaching staff. This post is open to experienced Exams Officers as well as those new to the post as training will be provided.

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this

commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. If you are invited for an interview, you will be required to disclose all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed. This role will include Regulated Activities and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post. Shortlisted candidates will be subjected to an online search and may be asked to clarify or expand on information sourced, at interview.

Please return completed applications to: [c.collings@pchs.cheviotlt.co.uk](mailto:c.collings@pchs.cheviotlt.co.uk). The closing date for completed applications is 12 noon Monday 22 January 2024. Applications received after this date will not be considered.

### Completing an Application Form

If you have a Gmail account:

- Open the Application document
- Click 'Sign in' at the top right of the page
- Go to File > Make a copy
- Complete the application form in the Google Doc

Without a Gmail account:

- Open the Application document
- Go to File > Download as > Microsoft Word
- Complete the application form in Microsoft Word

# Job Description

## Job purpose

The maintenance and production of accurate databases for assessment or other purposes and the production of reports for relevant internal and external stakeholders; fully compliant with school policies and the Data Protection Act.

## Duties and key areas

### Examinations

- To complete examination entries for all external examinations to the Examination Boards
- To liaise with HoDs on students' entries, including the SEND Coordinator regarding access arrangements and special considerations
- To ensure that entries are submitted on time to avoid any penalties incurred
- To forecast examination expenditure for the Finance Team
- To disseminate information about public and internal examinations to students, staff and parents/carers
- Where feasible, to make arrangements for external candidates
- To liaise with staff, parents and students and to deal with enquiries about results, complaints and queries about examinations
- To be responsible for the secure storage and handling of examination scripts and examination stationery at all times, in addition to the secure packing and dispatch of examination scripts
- To be responsible for the daily smooth running of examinations, including practical examinations and for the contingency planning where necessary
- To liaise with the Site Manager, HALs, DHT Timetabling & Cover and Catering Manager regarding adequate rooming, exam furniture set-up and break/lunch-changes
- To complete the examination timetable, including solving examination timetable clashes and to make appropriate provisions for students affected
- To lead and manage all internal examinations
- To complete the invigilation lists, including room and lunch changes

- To arrange, well in advance, external invigilators as and when required
- To brief students and staff on examination procedures and conduct and produce guidelines for candidates and all staff
- To provide training for invigilators
- To assist in the recruitment on invigilators
- To provide training for LSAs as per JCQ guidelines
- To produce all examination related policies
- To co-ordinate the checking and distribution of Statements of Entry and certificates
- To retrieve costs of examination entries from absentees and students' re-sits
- To arrange for remarks, enquiries about results and declining of awards
- To deal with cases of malpractice according to the regulations of awarding bodies
- To meet the requirements of JCQ Inspectors
- To be present on the day the school is notified of results and to coordinate and oversee the distribution of results
- To undertake an analysis of examination results
- To assist the Data Manager when required
- To liaise closely with the DHT Data & Assessment
- To make arrangements for all internal examinations including timetables, rooming and invigilation
- To be one of a team of designated first aiders in school
- Other duties consistent with the nature, level and grade of the post

### Staff Absence Cover

- Be responsible for ensuring that all staff absences are recorded accurately
- To manage planned staff absences
- To collate all absence forms
- To ensure appropriate and cost effective cover arrangements for absent teaching staff
- Record and input CPD information

### All staff will

- Familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures
- Participate in induction training, staff review processes and professional development opportunities

## Job Description

- Commitment to Equal Opportunities and Anti-Discriminatory Practice, promoting equality, opportunity and regard
- Maintain confidentiality at all times
- Follow safeguarding guidelines and child protection policy and procedures
- Undertake professional development activities to enhance personal development
- Contribute to producing/delivering priorities in the school development plan
- Contribute to the smooth day-to-day running of the school
- Be committed to achieving the school's vision and aims
- Work in partnership with all colleagues including all stakeholders
- Attend relevant school meetings
- Promote the ethos and culture of the school in all aspects of the role
- To undertake other duties and responsibilities as required commensurate with the grade of the post

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to do the same.**



# Person Specification

Essential	Desirable
<b>EDUCATION/TRAINING QUALIFICATIONS</b>	
<ul style="list-style-type: none"> <li>• Minimum of 5 GCSE'S or equivalent including English and Mathematics</li> <li>• EDCL or similar computer based qualifications</li> <li>• Evidence of commitment to CPD</li> <li>• SIMs.net training – Assessment Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Excel Advanced</li> <li>• Word Advanced</li> <li>• Google</li> </ul>
<b>EXPERIENCE</b>	
<ul style="list-style-type: none"> <li>• Proven record in a role of responsibility</li> <li>• Experience of the public examinations system</li> <li>• Experience of using SIMs or other MIS</li> <li>• Experience of managing cover</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school or college</li> <li>• 3 years relevant experience</li> <li>• Experience of working with young people</li> </ul>
<b>PERSONAL QUALITIES, APTITUDES</b>	
<ul style="list-style-type: none"> <li>• Ability to use Assessment Manager</li> <li>• Willingness to attend staff meetings</li> <li>• Calm under pressure</li> <li>• Ability to work to tight deadlines</li> <li>• Friendly, approachable, dependable and flexible</li> <li>• Highly accurate and efficient with an attention to detail</li> <li>• Ability to prioritise, organise effectively and to meet all deadlines</li> <li>• Able to engage with young people for a variety of backgrounds</li> <li>• Self motivated &amp; able to work on own initiative when appropriate</li> <li>• Methodical and able to prioritise</li> <li>• Willingness to develop professionally and undertake further training, as required</li> </ul>	<ul style="list-style-type: none"> <li>• Up to date knowledge of national examination practice and procedures</li> </ul>
<b>SPECIALIST SKILLS AND KNOWLEDGE</b>	
<ul style="list-style-type: none"> <li>• An understanding of the current English Secondary School System</li> <li>• Ability to use a computerised information management system in a large organisation</li> <li>• Well developed ICT skills</li> </ul>	
<b>OTHER</b>	
<ul style="list-style-type: none"> <li>• Ability to deal with all people (colleagues, parents, students and exam boards) appropriately, showing firmness when necessary</li> <li>• Excellent record of attendance and punctuality</li> </ul>	



**Contact us**

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