



Job Description- Assistant Exams and Cover Manager

Assistant Exams & Cover Manager

Reporting to: Vice Principal and Exams Manager

Key responsibilities:

The Assistant Exams & Cover Manager plays a key operational role in supporting the smooth running of the school. The postholder will coordinate daily and planned staff cover, support the organisation and delivery of internal examinations and mock exam series, oversee the school duty rota, and assist with wider operational and administrative tasks.

The role requires strong organisational skills, excellent communication, and the ability to manage multiple priorities in a fast-paced school environment.

Staff Cover Coordination

- Coordinate and manage the daily staff cover process between 7:00am–9:00am, ensuring staff absences are recorded promptly and cover is arranged efficiently.
- Communicate cover arrangements clearly to relevant staff and departments.
- Prepare and manage pre-planned staff cover, ensuring arrangements are organised and communicated to staff at least two weeks in advance wherever possible.
- Maintain accurate records of staff absence and cover allocation.
- Produce a half-termly cover report for the Senior Leadership Team, summarising staff absence, cover arrangements, and key trends.

Examinations

- Act as Assistant Exams Manager, supporting the organisation and administration of internal and external examinations.
- Take responsibility for the planning and delivery of internal exam series and mock examinations.
- Manage exam entries, seating plans, exam timetables, and invigilation arrangements for internal exams.
- Coordinate communication with staff, students, and parents regarding exam arrangements.
- Support the Exams Manager with administrative tasks relating to external examinations when required.



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- Act as an exam invigilator during internal and external exam series, ensuring exams are conducted in line with exam board regulations and school procedures.

School Duties

- Oversee and manage the school duty rota, ensuring all duty points are appropriately staffed.
- Conduct daily checks to ensure staff are in the correct duty locations.
- Meet half-termly with the pastoral team to review the effectiveness of duty allocations and make adjustments where necessary.

Operational and Administrative Support

- Support with rooming and re-rooming processes across the school, assisting with the organisation and communication of room allocations where required.
- Assist with wider operational and administrative tasks to support the effective running of the school.
- Provide support to the Operations Team as required during busy periods or key operational events.

General Responsibilities

- Maintain high standards of professionalism and confidentiality at all times.
- Work collaboratively with teaching and support staff across the school.
- Ensure all work complies with relevant school policies and procedures.
- Undertake any other duties commensurate with the grade of the post as reasonably required.