



Ysgol Clywedog

EXAMINATIONS & COVER OFFICER 2026

Level 4—Grade L06 From £29,599 to £31,075 FTE

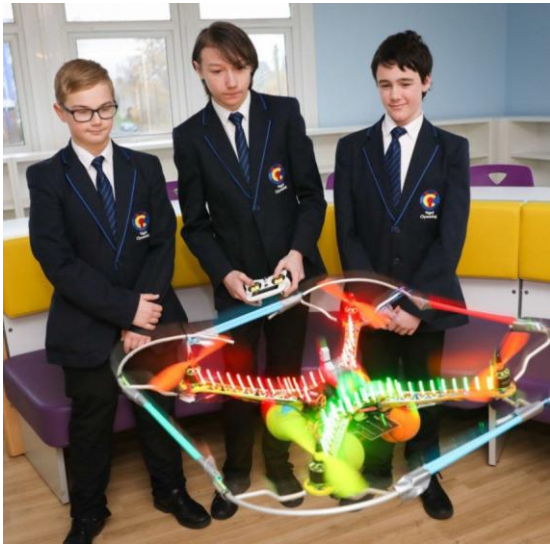
Pro-Rata: £25,129 to £26,389 (pay award pending)

Closing Date: 9am on 25 September 2026

Interview Date: w/c 04 October 2026

Start date: As soon as possible.





At Ysgol Clywedog we aim to work together in securing the best outcomes for every student. Learning is placed at the centre of everything we do and we are committed to empowering students to become:

- successful learners who enjoy learning, achieve and make progress
- enterprising and creative people who contribute fully to life and work
- responsible citizens who make a positive contribution to society
- confident and happy individuals who are able to live safe, healthy and fulfilling lives.



September 2026

Dear Applicant

Thank you for your interest in the post of Examinations and Cover Officer. We are looking for a dedicated and enthusiastic professional who would be responsible for the organisation and administration of all internal and external examinations and for arranging supply staff in the event of any staff absences. You should be highly organised, enthusiastic and self motivated.

Ysgol Clywedog is an 11-16 English medium community comprehensive school, situated on the western edge of Wrexham in attractive grounds with excellent facilities. We are an inclusive school with over 700 pupils on roll, including two resourced provisions – Ymlaen supports students with social anxiety issues and Enfys supports students with learning difficulties. Good relationships are a feature of our school and we are committed to the development of the whole child.

Our ethos is firmly based on respect, which is promoted in all aspects of school life. The high quality of our pastoral care and curriculum contribute to a happy and safe environment. At Ysgol Clywedog we are proud of our students and they are proud of their school.

We are very ambitious and pride ourselves on a culture of high expectations and high aspirations that is central to our ethos. We expect every student to achieve their best in their examinations and to involve themselves in the wider opportunities of school life. Every child is encouraged from the start of their school life at Ysgol Clywedog to aim high and to believe that any future aspiration is possible.

Our priority is to continue to improve the quality of the curriculum, teaching and learning and pastoral care and the resources and conditions required to deliver this. We therefore seek applications from enthusiastic and skilled professionals who are able to contribute positively to an ever-improving school. Please do not hesitate to contact me at the school if you wish to discuss this post in more detail.

I look forward to receiving your application in due course.

Yours sincerely



Mr Simon Ellis
Headteacher

Job Title	Examinations and Cover Officer
Salary	Administration & Organisation Level 4 Grade LO6
School	Ysgol Clywedog
Reporting To	Data Manager
Supervisory Responsibilities	Invigilation team
Summary of Job Role The Examinations Officer is responsible for the organisation and administration of internal and external examinations in Ysgol Clywedog. External examinations include GCSE, and other qualifications all of which must be conducted according to current JCQ regulations. In addition to this, this role involves arranging day to day supply cover for teachers and support staff.	
Main Duties – External Examinations	
Entries GCSE/Welsh National Assessments/ Skills	• Use the relevant software/portals to set up and administer each exam series • Liaise with Heads of Department to ensure correct exam entries • Liaise with the ALNCo to ensure correct application of access arrangements for students with special needs • Issue pupils with entry slips and make any necessary corrections • Submit entries to exam boards using appropriate software and in advance of deadlines
Preliminary information GCSE/Welsh National Assessments/ Skills	• Provide exam boards with preliminary information as required
Exam Day Preparation GCSE/Welsh National Assessments/Skills	• Produce and distribute whole school examination timetables • Produce and distribute information and work to ensure that all pupils are aware of the exam regulations and know what is expected of them • Produce and distribute pupil timetables and ensure that pupils understand what to do if they have an exam clash • To ensure examination rooms are set up according to JCQ regulations

Exam Day Preparation GCSE/Welsh National Assessments/Skills	• Arrange appropriate accommodation for examinations in accordance with the JCQ regulations and ensure that lessons can continue by organising room changes • Produce and display seating plans for examinations • Receive and check materials from exam boards • Ensure confidential material is stored securely in accordance with JCQ regulations • Distribute materials to Heads of Departments as appropriate
Invigilation GCSE/Welsh National Assessments	• Ensure the timely recruitment of invigilators ready for the examination seasons • Liaise with the Data Manager/ALNCo to ensure that all pupils with specific needs have their requirements met • Train invigilators annually according to JCQ requirements and give updates as necessary to existing invigilators to ensure that all examinations are conducted in accordance with current regulations • Prepare an invigilation timetable and make sure all exams have the correct number of invigilators • Ensure there is contingency in the invigilation timetable in case of invigilator absence
Exam Day GCSE/Welsh National Assessments	• Ensure all exam rooms are set up as required • Ensure all invigilators are briefed about the exams they are running and fully aware of clashes and special requirements • Arrange special consideration for disadvantaged candidates • Be on hand to ensure the smooth running of exams, answer queries and deal with unforeseen circumstances • Ensure all pupils are present and work productively with the pastoral team to address absences • Ensure that all worked scripts are dispatched or stored securely • Keep accurate records of each exam with attendance registers, seating plans and invigilation logs
Coursework/Non exam Assessments GCSE/Welsh National Assessments	• Ensure that candidates and staff are fully aware of all appropriate regulations • Submit marks to exam boards using secure websites
Results and Certificates GCSE over 2 days during the Summer Holidays/Welsh National Assessments	• Receive results and import into Sims and Go For Schools. • Arrange for the distribution of results and information about post results services to candidates and staff • Be available to answer queries about marks and grade boundaries • Administer post results services and keep accurate records to ensure correct billing • Receive certificates and distribute to candidates • Provide certifying letters as required

GCSE/ Welsh National Assessments	• Liaise with staff, parents, pupils, and exam board personnel to answer queries about exams • Manage staff access to exam board secure websites • Update school policies/procedures specific to exams
Other external exams	• Arranging external examinations for non-curriculum subjects
Annual Examinations' Review	• Produce a full report on the exams cycle for the year once the final re-marks have been completed
Main Duties – Internal Examinations	
End of Year exams & GCSE Mocks	• Create and distribute timetables in consultation with Heads of Department and Data Manager. • Liaise closely with the ALNCo to facilitate appropriate access arrangements. • Distribute information to pupils and work with HoY/SLT to ensure pupils know what is expected of them • Arrange accommodation and invigilation • Produce rooming/seating plans • Organise distribution of scripts • Be available during exams to ensure their smooth running
General	• To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade
Main Duties – Cover	
Arranging cover for teaching and support staff	• Enter staff absences onto our MIS system and identify additional staffing requirements • Liaise with supply agencies to book in suitable staff • Liaise with teachers to ensure suitable cover work is left for supply teachers • Check and authorise invoices and timesheets • Liaise with supply teachers to ensure they are aware of school policies and procedures

Skills, Qualifications Required	• Previous experience of organising exams in a school IS desirable but training can be given • Previous experience of using a school database and proficient in the use of Microsoft Office • Previous experience of arranging cover in secondary schools is desirable but training can be given • Excellent communication, presentation and interpersonal skills and able to stay calm under pressure • Effective organisational skills with excellent attention to detail • Able to work on own initiative and as part of a team • Must be able to maintain confidentiality • To be available at all times when external examinations are running and be willing to work flexible or extended hours when required • To be available on set days in school holidays when results are issued and when post results services are required • NVQ Level 4 or equivalent qualification or experience in relevant discipline • GCSE English & Maths Grade C or above • Excellent numeracy/literacy skills • Experience of working in an office environment at senior level • Effective use of specialist ICT packages • Use of specialist equipment/resources • Full working knowledge of relevant policies/codes of practice/legislation • Ability to organise, lead and motivate other staff • Ability to plan and develop systems • Ability to relate well to children and adults • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these • Ability to self-evaluate learning needs and actively seek learning opportunities
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Ysgol
Clywedog



Completed applications should be returned FAO:
Mrs Jemma Leach, Business Manager via email to:
vacancies@clywedog.org

Or by post to:
Mrs Jemma Leach, Business Manager
Ysgol Clywedog
Ruthin Road
Wrexham
LL13 7UB

Closing Date: 9am 25 September 2026

Interview Date: w/c 04 October 2026

The successful applicant will be subject to an Enhanced Disclosure and Barring Services check (DBS)

Tel: 01978 346800