



# HODGE HILL GIRLS' SCHOOL

"Educating tomorrow's women today"

## PERSON SPECIFICATION

Casual Contract

By negotiation and agreement during the following peak times but not limited to

November - Internal Examinations

January - External Examinations

February - Internal & External Examinations

May - External Examinations

June - External Examinations

August - Results Day

**NAME:**

**POST:** Examinations Assistant

**GRADE:** Grade 2

**Grade 2 (Consultation Grade - subject to formal evaluation under the Pay Equity Review)**

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
<b>Qualifications</b>		A* - C in GCSE English or Mathematics or equivalent.	<ul style="list-style-type: none"><li>• Application</li><li>• Interview</li><li>• Certification</li></ul>
<b>Experience</b>	Have basic IT skills (familiar with use of email, mobile phone messaging etc.)  Able to use a walkie talkie	Experience of working as an examination assistant.	<ul style="list-style-type: none"><li>• Application</li><li>• Interview</li><li>• Test</li></ul>
<b>SKILLS AND ABILITIES</b>	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016.</b>  Be reliable, flexible and readily available		<ul style="list-style-type: none"><li>• Application</li><li>• Interview</li><li>• Test</li></ul>

	<p>during main exam periods</p> <p>Be confident and a reassuring presence to candidates in exam rooms</p> <p>Be able to give instructions and manage situations involving different groups of people</p> <p>Able to work to deadlines.</p> <p>Have effective communication and good interpersonal skills</p> <p>Work well as part of a team</p>		
<b>TRAINING</b>	Willing to undertake job related training		•
<b>OTHER</b>	<p>Commitment to equal opportunities.</p> <p>A desire to do something worthwhile for young people, to understand their needs and gain insights into how they think.</p>		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>

Compiled by: \_\_\_\_\_ DATE: \_\_\_\_\_

(Shortlisting/Interviewing Panel): \_\_\_\_\_ DATE: \_\_\_\_\_

**Hodge Hill Girls' School is committed to safeguarding and promoting the welfare of children and expect all staff and to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including: an enhanced DBS; Prohibition check; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work. All applicants will be required to provide two suitable references.**

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S  
EQUAL OPPORTUNITIES POLICY.**