



# HODGE HILL GIRLS' SCHOOL

"Educating tomorrow's women today"

## Hodge Hill Girls' School PERSON SPECIFICATION

Permanent, Term time only plus two weeks

36.50 hours per week

**NAME:**

**POST:** Examinations Officer

**GRADE:** Grade 3

Subject to formal evaluation under the Pay Equity Review" by the salary/Grade.

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
<b>Qualifications</b>	A* - C in GCSE English or Mathematics or equivalent.		Application Interview Certification
<b>Experience</b>	Experience of using SIMS.  Experience of computerised administration systems. Knowledge of exam board software.	Proven experience in this or similar role.	Application Interview Test
<b>Knowledge, Skills and Attributes</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> .  Able to work to deadlines. IT skills, especially spreadsheets, data inputting and analysis.		Application Interview Test

	Good communication skills.		
<b>Other</b>	<p>Flexibility over working hours.</p> <p>Exam board training. Link2ICT training.</p> <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>		Application Interview