|  |  |
| --- | --- |
| **Qualifications** | **✔** |
|  |  |
| * Functional Skills in maths and English at Level 2 or equivalent
* TAQA 4
 | AA |
| **Key skills** |  |
| Essential |  |
| * Relevant Qualification in Administration/Customer Services
* Extensive experience of qualifications and exam approval processes and systems across a range of Awarding Bodies
* Proven administration and office experience
* Excellent organisational skills
* Proven experience of communicating effectively at all levels – written and verbal
 | A/IA/IA/IA/IA/I |
| **Experience** |  |
| Essential |  |
| * Highly competent knowledge and working experience of Microsoft Word, Outlook, Access and Excel.
* Competent at using databases and demonstrates previous experience
* Demonstrates accuracy and attention to detail
* Able to work to deadlines set both externally and internally
* Invigilation of examinations
* Experience of Quality Assurance Activities linked to OFSTED inspection framework
 | A/IA/IA/IA/IA/IA/I |
| **Experience** |  |
| Desirable |  |
| * Leading on standardisation activities to support Quality Assurance processes
 | A/I |
| **Knowledge** |  |
| Essential |  |
| * JCQ inspection regulations and compliance for exams
* Understanding of the Equality Act 2010 and how this informs reasonable adjustments for learners with learning difficulties and disabilities
* Knowledge of Quality Assurance systems and processes across a range of Awarding Bodies and levels including pre-entry to Level 3.
 | A/IA/IA/I |
| Desirable |  |
| * Quality Assurance processes
 | A/I |
| **Other personal requirements** |  |
| Essential |  |
| * Quality Focused
* Able to effectively manage a varied and sizable workload
* Be able to work as part of a team
 | III |

**✔ How we intend to assess your match with our person specification**

**A** Application Form **C** Assessment Centre **I** Interview