|  |  |
| --- | --- |
| **Qualifications** | **✔** |
|  |  |
| * Functional Skills in maths and English at Level 2 or equivalent * TAQA 4 | A  A |
| **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/I  A/I  A/I  A/I  A/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/I  A/I  A/I  A/I  A/I  A/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/I  A/I  A/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 | I  I  I |

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

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