

	Person Specification
Job Title	Exams and Quality Assistant

Qualifications	✓
<ul style="list-style-type: none"> Functional Skills in maths and English at Level 2 or equivalent TAQA 4 	A A
Key skills	
Essential	
<ul style="list-style-type: none"> 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	
<ul style="list-style-type: none"> 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	
<ul style="list-style-type: none"> Leading on standardisation activities to support Quality Assurance processes 	A/I
Knowledge	
Essential	
<ul style="list-style-type: none"> 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	
<ul style="list-style-type: none"> Quality Assurance processes 	A/I
Other Personal Requirements	
Essential	
<ul style="list-style-type: none"> 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