

ABC Awards Assessment Officer

Person Specification

Person Specification	Essential/Desirable
Qualifications <ul style="list-style-type: none"> • Be qualified to at least Level 6 in Teaching and Learning 	E
Knowledge and understanding of <ul style="list-style-type: none"> • Assessment design and delivery • Internal and external assessment quality assurance processes • The educational environment • The environment within which an awarding body operates 	E E E D
Experience <ul style="list-style-type: none"> • Designing and implementing assessment materials • Assessment of a diverse range of vocational qualifications • Assessment of a diverse range of learner groups • Moderation of a diverse range of assessment evidence • Moderation for an awarding body • Designing external assessment materials 	E E E D D D
Skills <ul style="list-style-type: none"> • Excellent written and verbal communications skills • Possess excellent IT skills – Microsoft Office, Word, Outlook • Experience of using spreadsheets and databases • Ability to carry out research, produce and present reports in appropriate format • Ability to facilitate effective working relationships within and between teams 	E E D E E
Personal Attributes <ul style="list-style-type: none"> • Able to use own initiative and know when to seek advice • Committed to high standards of quality • Able to work under pressure to tight deadlines • Able to develop effective and professional working relationships • Good attention to details • Willingness to travel • Hold a full driving licence and willing to use own car for business travel • Flexibility in working hours when necessary 	E E E E E E E E