



Job Description:

End Point Assessment Officer

Permanent

Full Time

Location: Sale

Salary: 15 – 20k

Reports to: End Point Assessment Co-ordinator

Overview

Times are changing and so are we. TQUK is now an Apprenticeship Assessment Organisation approved by the Skills Funding Agency to deliver end point assessments to apprentices on a growing number of the new trailblazer standards.

This role sits at the centre of our EPA provision and provides invaluable support to our internal and external EPA staff. You will be responsible for monitoring and maintaining the quality of our provision, and managing the activities of our contracted and subcontracted assessment arrangements. This role requires someone who thrives on being organised and who is able to keep up with developments in an ever changing landscape. You will have the opportunity to build relationships with our EPA centres and enjoy working as part of a forward thinking team which is really making a difference.

Key responsibilities

- Manage the recruitment and performance of a bank of external assessors
- Support a programme of pre and post assessment standardisation events
- Support the production of assessment and support materials
- Issue exam papers and results to relevant stakeholders, and act as liaison and quality check between the assessor, employer, and apprentice.
- Contribute to the development and improvement of TQUK internal systems and processes relating to EPA activity
- Support the Business Development Team with recruitment of new EPA centres
- Deal with incoming queries from existing and prospective EPA centres
- Maintain an excellent working knowledge of TQUK's EPA offer

Other responsibilities

- Develop and maintain an understanding of TQUK internal processes and of the wider educational landscape
- Maintain in depth knowledge of TQUK products and services
- Efficiently and accurately use the diary programme and office software
- Manage data: inputting, filing, and monitoring
- Liaise with other departments to facilitate a smooth customer journey for successful sales
- Work to improve and streamline processes and integrate the outcomes of your own work

Key characteristics

Here are just a few of the essential softer skills you will need to successfully join our team:

- Be confident and ambitious with a "can do, will do" attitude.
- Be well motivated, enthusiastic and able to work on your own initiative.
- Be able to have fun!
- Work well with others.

- Be able to keep an eye on the bigger picture and appreciate where your role fits into the business.