



Job Description: Quality Co-ordinator

Permanent

Full Time

Location: Sale

Reports to: Quality Manager

Starting Salary: 20 - 24k

---

#### Overview

Our Quality Co-ordinator works closely with our Quality Manager to help ensure that our centres get the best possible support to deliver in line with our requirements and that the certificates that we issue are valid and reliable. Having experience of assessment or Internal Quality Assurance is **beneficial** as you will work to integrate our requirements into the practices and processes of our centres and be able to provide high levels of support.

This role involves building relationships with quality counterparts in our recognised centres, our bank of external quality assurers, and quality departments in other awarding organisations. The role helps support our drive for constant improvement and focuses on ensuring the regulatory burden we place on our stakeholders is kept to a minimum whilst maintaining the highest standards.

This role requires an absolute dedication to quality, with the ability to think outside of the box and provide solutions which achieve desired outcomes.



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.
- Be passionate about education and the opportunities that it brings.