



## Assessor in Business Administration

### **Staff Bank Assessor in Business Administration**

**Part time 22.5 hours per week – Tuesday, Wednesday and Thursday**

**Based at the St Albans Campus**

**hourly paid: £14.98 – 16.86 per hour – Depending on skills and experience**

**Local Government Pension Scheme**

**With new facilities and growing student numbers there has never been a more exciting time to join the team at Oaklands College**

In return for a competitive salary and excellent benefits we are looking to recruit an ambitious and high performing Assessor who is ready to help Oaklands College continue to grow its well established Business and Management provision.

Oaklands College is well established as one of the most successful and progressive Further Education Colleges in Hertfordshire and the South East and we are looking for a new team member to support students and employers and help drive the College forward.

The business provision at Oaklands offers courses through to Level 4 and beyond through our University partnership.

The role will be to support our students in the workplace and within the college environment through to the completion of their course. It will involve design and delivery of course materials and quality assurance activities including standardisation meetings and EQA visits.

You will assess NVQ Level 2 and 3 Business Administration, Customer service Level 2 and team leading / management Level 3 and Town Planning Technical Support.

Vocational experience and knowledge of Business Administration and generic apprenticeships is essential. Awareness and / or delivery of standards would be advantageous.

You should be Assessor qualified and hold D32/D33, A1 or TAQA Level 3. It would also be desirable for you to hold D34, V1 OR TAQA Level 4.

**Due to the nature of the role you will be required to travel between various sites and employers in the Hertfordshire region; standard mileage rates will be paid.**

**Closing date: Monday 28<sup>th</sup> May**

**Interview date: To be confirmed**

## Job Description

**JOB TITLE - ASSESSOR**

**REPORTING TO - Head of Work Based Learning**

## **SUMMARY OF POST**

To ensure that students on vocational programmes are assessed within agreed timescales to meet the awarding body criteria and to provide training where necessary and carry out business development activities.

## **KEY RESPONSIBILITIES**

- To carry out IAG/IA with students (to assess suitability of the course against their needs).
- Support and deliver training and assessment of students in the workplace and where relevant in the college environment.
- Assess and monitor portfolio of students work and ensure completion within agreed deadlines and target date (including electronic or paper based portfolios).
- Complete assessment paperwork to the required audit standards
- Compile the required programme documentation for students
- Comply with quality assurance procedures and standards set by the college and awarding and funding organisations.
- Run workshops (where required) to ensure students cover scope of training required (including Functional skills, ERR and PTLS).
- Conduct timely and comprehensive reviews of learner progress and update training plans and college tracking systems
- Attend and participate in department standardisation meetings
- Liaise and work with the internal verifier as required
- Prepare and collect evidence for inspection by internal and external audits when required.
- To set out and effectively and efficiently organise workplace visits and ensure safe use of own transport to candidate sites of work
- To agree and meet performance targets relating to business development and learner retention and achievement.
- Take responsibility to recruit and maintain an agreed case load

## **SHORTLISTING CRITERIA RECRUITMENT**

- Holds the minimum of Level 3 subject specialist qualification
- 3 years relevant industry experience and evidence of CPD in the subject specialism where required
- Ability to travel to customer service sites on a frequent basis

## **ESTABLISHED**

- Successful completion of probationary period
- Level 2 literacy, numeracy and IT
- Completion of Assessor Award (or equivalent e.g. D32/33, A1 or TQTA) within the probation period
- Compliance with all college data systems i.e. register completion, portfolio logs, student data in line with college quality assurance standards
- Completion of Health & Safety modules
- Compliance with timely assessment processes and all college data systems.

## **EXPERIENCED AND QUALIFIED**

- Performing in line with timely completions and minimum levels of performance
- HS qualification HS 8 Review health and safety procedures in the workplace
- Meet agreed caseloads and business development targets
- Introduction to teaching in the lifelong learning qualification
- Work towards the IQA qualification

## **DEVELOPMENT**

- To demonstrate College Values and Behaviours

## **PERSON SPECIFICATION**

### **Attributes**

- Enthusiasm for role and commitment to principles of learning
- Team Player and also able to work on own initiative
- Ability to work unsupervised and manage own workload

- Ability to communicate at all levels

## **SKILLS AND EXPERIENCE**

- Has relevant experience and competency to assess within the sector in which he/she is working
- Has good written and oral communication skills at all levels
- Is able to coach/train and develop students
- Demonstrates effective administrative and organisational skills
- Is accurate and timely in record keeping
- Is fully familiar with a range of IT systems and able to promote effective use of them to students
- Has experience of working with students/learning environment
- Has good interpersonal skills

*In consultation with the post holder it is liable to variation by the Principal to reflect or anticipate changes, in, or to, the post and the organisation. The job description gives an overview of the main responsibilities of the role. The daily job will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.*