

HEAD OF END-POINT ASSESSMENT

	Essential/ Desirable
Qualifications <ul style="list-style-type: none"> Educated to level 4 or equivalent experience Professional qualification relevant to the post 	 E E
Knowledge and Experience <ul style="list-style-type: none"> Previous experience working within an End-Point Assessment Organisation at a senior level (e.g. EPA Manager) Experience of interpreting Apprenticeship Standards and Assessment Plans Experience of working with the ESFA and IfATE Experience of working with regulatory requirements for end-point assessment delivery Experience of safeguarding across an organisation and specifically in relation to the delivery of end-point assessment Knowledge of on-screen and on-line testing systems and processes including electronic evidence capture Experience of managing budgets and calculating/setting fees Experience of recruiting and managing Independent End-Point Assessors Effective data input skills including validation, content migration and proofing 	 E E E E E D D D D
Skills <ul style="list-style-type: none"> High standards of accuracy and attention to detail Evidence of managing a high performing team Excellent written and verbal communication skills presenting information logically and concisely in ways that promote understanding Excellent IT skills, confident with using a variety of systems and Microsoft Office Ability to prioritise, plan and organise day to day activities ensuring efficient and effective performance Effective problem-solving techniques Ability to work effectively within and between teams to achieve common objectives 	 E E E E E E E
Personal Attributes <ul style="list-style-type: none"> Leads by example and shows personal enthusiasm by explaining why things need doing Treats people fairly and respectfully Acts with professional integrity at all times Has the ability to use initiative but also work as part of a team Knows when and is willing to seek and take advice Excellent customer service skills Committed to high standards of quality and seeks to continually improve systems and processes An ability to work under pressure to tight deadlines An ability to develop and maintain strong, effective and professional working relationships Willingness to travel Flexibility in working hours when necessary Is committed to continuous self-development Flexible and receptive to change Creates opportunities to be innovative and think about things differently 	 E E E E E E E E E E E E E E E