

Generic Assessor Position

Job Summary

To deliver Apprenticeships in Customer Service, Business & Administration, Team Leading and Management.

The area of deliver will be the East Midlands and own car essential.

Deliver Functional skills and support with invigilating.

Responsibilities and Duties

To contact, plan, teach and assess and provide feedback to all learners.

Liaise with employers and support their training needs.

Work as part of a team and the ability to work on your own to manage caseload of learners.

A good standard of communication and the ability to complete documentation to a high standard.

Attend standardisation meeting and EQA visits.

Qualifications and Skills

Must have a clean driving licence and car.

Hold an Assessor qualification.

Qualifications in Business & Administration, Customer Service and Management would be advantageous, but must have experience in these areas.

Functional skills qualifications in Maths, English & ICT at level 2.

Experience of completing apprenticeship paperwork.

Benefits

Company pension

Flexible working

Job Type: Full-time

Salary: £20,000.00 to £22,000.00 /year