

Personal specification for independent end point assessor

Business Administrator

Essential industry specific qualifications and experience

Up-to-date, relevant, deep and broad experience of working in the following disciplines of the occupational area of the apprenticeship standard including practical and current knowledge of working practices, infrastructure, tools and technologies to support:

- **Have undeniable experience** - in working, ideally managing administrative functions
- **Considered knowledge** - of organisation structure and processes of business administrator options at work
- **Exemplar service** – working with customer needs, exceeding expectations in relation to business requirements
- **Demonstrate project management skills** - in a business administration function, able to spot opportunities for further improvements
- **Can demonstrate excellent communication skills** - whether face-to-face, on the telephone, in writing or on digital platforms.
- **Knowledge & experience** – of health and safety in the workplace

Essential qualifications and experience

Qualified to a minimum Level 3 in business related qualification and hold Functional Skills at Level 2

Recognised IQA Assessor Award

Relevant and up-to-date CPD record

Occupationally competent with current experience in the apprenticeship's discipline they intend to assess

Essential knowledge and skills

An understanding of 'Trailblazer' apprenticeships, with specific knowledge about the relevant industry area for the role

Experience of producing clear, accurate and concise written reports, including remarks/enquiries about results

Proficient IT skills

Analytical, critical thinking skills

Excellent interpersonal skills

Excellent written and verbal communication skills with substantive experience of providing supportive, concise feedback to both learners, Assessors and delivery staff

Organisational skills and the ability to prioritise effectively

Ability to work independently but also lead a team

Availability

Flexibility to travel across England

Driving License

Desirable

Experience of preparing for and presenting to a target audience

Experience of marking and grading assessments