

**EMPLOYER: City & Guilds**

**ROLE TITLE: Marking Examiners**

City & Guilds is the leading vocational awarding body in the UK, offering more than 500 qualifications over 29 industry sectors, through 8500 approved centres in around 100 countries worldwide.

City & Guilds Technical qualifications are new, high quality and demanding technical qualifications that prepare candidates for further education or to go into the workplace in a range of industry areas. They require candidates to complete stretching written tests, which include extended response questions, to distinguish between just able and merit and distinction quality candidates.

An examiner marks candidates' responses in accordance with the pre-defined mark scheme, whilst adhering to guidance and examination procedures.

Responsibilities of an examiner:

- Attend training/standardisation meeting to ensure best practice is adhered to when marking
- Mark written responses accurately and consistently to the standard set by the Chief Examiner
- Submit samples to the Chief Examiner at designated times
- Ensure timescales for marking are adhered to
- Ensure all administration is completed as specified

Successful applicants will:

- Have current knowledge of the UK 14-19 education system
- Have teaching or assessment experience in the relevant subject and level
- Have a high level of recent, relevant subject knowledge, in order to apply the mark scheme
- Be computer literate
- Have access to a secure PC with a firewall, up to date anti-virus software, private broadband access and a personal, private e-mail account
- Have good written and verbal communication skills
- Be able to follow procedures accurately and reliably
- Be able to work to fixed timescales
- Be passionate about vocational education and helping people reach their full potential

If you think that you meet these criteria, please email your current CV and covering letter to the Recruitment Team at [associate.recruitment@cityandguilds.com](mailto:associate.recruitment@cityandguilds.com) clearly stating in the Subject line, the Sub-industry area in which you are interested to be involved as an examiner.

Examiner vacancies are available in the following industry areas:

## Technicals industry areas:

Industry	Sub-industry
BSE	Plumbing
	Electrical
Business	Medical administration
	Business
Children	Children
Construction	Trades
	Built environment
Digital	Digital
Engineering	Engineering
Hair and beauty	Barbering
	Beauty
	Nails
	Hairdressing
	Theatrical media
	Complementary therapies
	Hair and beauty
Health and social care	Dental
Hospitality and catering	Chefs
	Service
Land	Animal Management – Zoos
	Animal Management –Wildlife
	Animal Management – Science
	Equine
	Horticulture – Sports Turf
	Horticulture – Professional Horticulture
	Land-based engineering
	Forestry and arboriculture
	Agriculture – Mixed Farming
	Agriculture – Farm Mechanisation
	Agriculture – Arable
	Agriculture – Livestock

	Land and wildlife – Fisheries
	Land and wildlife – Game
	Land and wildlife – conservation
	Land and wildlife – countryside management
	Floristry
Transport	Automotive
Travel and tourism	Travel and tourism