
Person Specification

Job title:	JCQ Centre Inspector (Wales)
Department:	Assessment Delivery

Highly Desirable criteria are the optimum skills and experience the applicant will ideally have. Desirable criteria are those which would add value to the job if present, and also include potential for growth and development into the role.

Skills and Abilities

Highly desirable

- Excellent communication skills
- Ability and motivation to work independently
- Good organisational skills
- Maintaining confidentiality and discretion

Desirable

- Ability to work through the medium of Welsh

Knowledge & Experience

Highly desirable

- Knowledge of the JCQ procedures relating to examinations, non-examination assessment and access arrangements
- Previous experience of the examination and assessment administration.

- Experience of managing demanding situations.

Desirable

- Experience of undertaking inspections

Training / Qualifications

Highly desirable

- Full driving licence
- Inspectors must attend an annual briefing meeting.
- Ability to complete template reports in word

Desirable

- An acceptable level of IT literacy.

Other Requirements

Highly desirable

- Inspectors must be available to undertake multiple inspections in January and during March-June, as well as being available to carry out other ad-hoc visits as necessary at other times of the year.
- Inspectors must submit an annual Safeguarding Declaration

Desirable

- Inspectors must have access to a private PC with broadband internet.