



Job Title: Quality Assurance Administration Assistant
Location: Eastleigh, Hampshire
Salary: £15,500

Vocational Training Charitable Trust (VTCT) is a specialist awarding organisation (AO) and current market leader in the Hair and Beauty sectors. Launched in 1962, it offers vocational and technical qualifications, including apprenticeships, in a range of service sectors.

As a market leader in the creative industries, VTCT has a strong commitment to its core charitable objective: the advancement of education in the UK and internationally for over 100,000 learners and apprentices.

As the world changes, so too do the requirements of education and VTCT plays a vital role in enhancing vocational and technical education standards, championing this work in UK parliament, being a voice for the education of the next generation, not just in the UK, but globally. With a strong vision and an experienced leadership team, we have created an environment ready to embrace the challenges of a new era for the organisation. Our ambitious five-year corporate strategy gives us a strong position from which to find team players ready to join us on this exciting journey.

Reporting to the Head of Quality, the Quality Assurance Administration Assistant will work with a team of Administrators and will include the following activities:-

- Assist in the recording of External Quality Assurance (EQA) activity
- Assist in EQA allocation activities
- Monitor invoicing and payments for EQA / approval visits
- Assist in the centre closure process
- Work with Quality Assurance Administrators to ensure integrity / currency of data
- Assist in Centre Approval procedure
- Generation of Approved Centre Certificates upon request
- Data entry related to quality assurance
- Answering emails and phone calls
- Maintain electronic files and records
- Respond to non-technical inquiries and administrative issues
- Route matters from customers or departmental personnel that require the attention of other departments
- Full training will be provided

The successful candidate must have:

- Proficient IT skills including Microsoft Outlook and Word
- Data entry skills
- Working knowledge of office equipment
- Excellent attention to detail
- Able to work under their own initiative
- Proactive
- Have good communication and presentation skills
- Be organised and able to prioritise and work under pressure



- Have GCSE Maths and English grade C/5 or above (or equivalent)

This full-time post attracts a generous package of terms and conditions including 26 days holiday per annum and a group stakeholder pension.

To apply: please send us your comprehensive CV including full work and educational history to recruitment@vtct.org.uk

Closing date: Midday on Wednesday 31 July 2019

Interviews: Wednesday 14 August 2019

The group of VTCT companies includes: the charity VTCT through which main Board business and governance is transacted; Digital Assess Software Ltd which is a wholly owned trading subsidiary of VTCT; and EMS Ltd, t/a ITEC, a wholly owned trading subsidiary of VTCT.