



## Job Specification

**For: Quality Administrator (Education)**

Ref: VR/01289

### Job Description

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#### **Quality Administrator (Education)**

#### **Part Time – 22.2 hours per week**

Location: Chatham, Kent

Salary: £12 per hour + Benefits (£13,852.80 pro-rata)

Enthusiastic Administrator required to join a first-class training organisation based in Chatham. £12 per hour. Office based with occasional hybrid / remote working - 22.2 hours per week (flexible over 4 or 5 days to include Wednesday afternoons on site until 4.30 p.m.). Are you an enthusiastic and committed individual, who will thrive in a team environment where your skills will contribute to the best possible learner / customer experience?

Excellent benefits which include:

- Six weeks pro-rata paid holiday (plus bank holidays)
- Generous contributory pension
- Funding for continuous professional development and personal growth
- Mental Health and Wellbeing support
- Private healthcare
- Cycle to work scheme
- On-site gym

This is an exciting opportunity to join a company with an ambitious vision: to be the UK's most innovative training design and delivery partner, trusted by customers to prepare them for tomorrow. They have a long and very successful contract based at the Royal School of Military Engineering (RSME) in Chatham.

The company is committed to creating a diverse and inclusive workplace. All applications will be considered. They provide support through Mental Health First Aid and Coaching and Mentoring schemes. They are ISO accredited and have a Gold Award in the Medway Healthy Workplaces Programme. They have won several Health & Safety awards and recently won a Princess Royal Award for one of their employee learning and development programmes.

Job Specification provided by:

Sappers Network  
RHQ RE, Ravelin Building  
Brompton Barracks  
Chatham, ME4 4UG  
Tele: +44-(0)7496 083483



The company is passionate about the success they deliver for their learners, partners, and local communities, empowering people to be ambitious, solution-focused, proactive, and creative thinkers. The company is developing and needs a Part Time Administrator to join the Teaching & Quality Improvement Division.

**The Role:**

- Support the learner feedback and evaluation process.
- Schedule, administer and invigilate exams. Complete exam reasonable adjustment administration.
- Schedule trainer observations and other assurance & improvement events.
- Support the administration of internal training and events.
- Undertake a range of other administrative activities to support colleagues and project work.

**Additional experience to support your role:**

- Knowledge and experience of Microsoft Office Applications
- Confidence working independently, with team colleagues, wider employees and learners
- Awareness of and compliance with data protection requirements
- Articulate and able to communicate both orally and in writing
- A flexible approach – to be adaptable to others' needs
- Administrative experience in an educational setting

Full Job Description is available on request. Closing date Wednesday 3<sup>rd</sup> April 2024, although this is subject to change allowing for market conditions. Candidates need to provide a cover letter and CV.

Armed Forces Covenant – We offer guaranteed interviews to military veterans if they meet the selection criteria.

All posts are subject to a Disclosure and Barring Service application. The company follows the DBS Code of Practice.

Compiled by : **Fiona Louch**  
Compiled on : **03/18/24**

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