

Person specification for the role of Exam auditor

Essential	Desirable
Experience of working in a regulated environment, in line with quality assurance requirements	Driving license
Proven experience of writing clear, accurate and concise reports and action plans	
Knowledge of regulatory arrangements for City & Guilds qualifications	
Knowledge of Ofqual requirements	
Accurate, concise report writing skills	
Proficient IT skills including the use of Zoom, Whatsapp and Go To meetings/ webinars	
Analytical, critical, thinking skills	
Excellent communication skills, both written and verbal	
Organisational skills and the ability to prioritise effectively	
Ability to work independently and as part of a team	

Flexibility to travel across the country when requested	
Ability to commit to a minimum of 30 days per year, depending on the portfolio area	