



Administrator - ABC Awards

Permanent position, based in Taunton, Somerset

Salary: £17, 991

ABC Awards is a QCA recognised national awarding body with a large portfolio of qualifications offered to centres (colleges, schools and private training organisations). It has four owning partners (AOSEC, CENTRA, EMFEC and Learning South West) and operates out of four regionally based offices. For more information about ABC Awards visit our website www.abcawards.co.uk

The position of Administrator has become available to deal with qualifications administration in our busy office in Taunton. Employed by Learning South West you will be part of a dedicated team for the provision of examination/assessment services to ABC Awards. The person appointed will report directly to the ABC Awards Office Manager in Taunton, but will be subject to the employment terms and conditions determined by Learning South West as applicable to all full time, permanent positions.

The person appointed will be based at the ABC Awards Office, Bishops Hull House, Bishops Hull, Taunton, Somerset, TA1 5EP. Some travelling to other ABC offices and relevant meetings will be required.

Candidates should be qualified to at least level 2 and preferably have an understanding of the education sector and specifically vocational qualifications. They should have some experience of working with a team and being responsible for their individual work load, and must be flexible and willing to learn new skills.

For an application pack contact Julia Masters on 01823 365442 or 01823 335491 e:mail juliam@abcawards.co.uk or download from the recruitment section of our website: www.learning-southwest.org.uk under About Learning South West.

Closing date for receipt of applications: 12.00 pm, Friday 30th May 2008
Interviews: 12th June 2008 Start date: July/August 2008