



**The
Workforce
Development
Trust**

End-Point Assessment Administrator

Job description

Job Title	End Point Assessment Administrator
Department	EPA – SFJ Awards
Reports to	Lead EPA Co-ordinator – SFJ Awards
Location	Sheffield Office, with hybrid working available
Pay Scale	£25,680
Contract	Permanent
Hours	37.5 hours per week

SFJ Awards

SFJ Awards are a regulated Awarding Organisation, delivering high quality qualifications, and custom certification for learners through Approved Centres in England, Wales, Northern Ireland, and Scotland. We are also an Apprenticeship End-Point Assessment (EPA) Organisation approved by the Education and Skills Funding Agency to deliver EPA to apprentices for a growing number of apprenticeship standards in England. SFJ Awards is part of the Workforce Development Trust group.

The Workforce Development Trust

The Workforce Development Trust is a not-for-profit organisation that provides services that support employers to develop skilled, sustainable, and efficient workforces in the UK and abroad. We operate via our collective of four brands; Skills for Health, Skills for Justice, SFJ Awards and People 1st International, which deliver specialist, targeted skills interventions to support a variety of frontline public services.

Job summary

SFJ Awards provides a range of Awarding Organisation and assurance functions, including regulated qualifications and apprenticeship End-Point assessment. The overall purpose of this role is to support the EPA team to ensure that operations and quality assurance systems and processes for End-Point Assessment are compliant and meet regulatory, organisational and stakeholder requirements.

This role sits at the centre of our End-Point Assessment (EPA) service and provides invaluable support to the EPA team including our external Associate Independent Assessors and Associate Internal Quality Assurers. This is a busy and varied role that requires someone who has excellent administrative, communication, customer service and IT skills and an appetite to learn and grow their expertise

Key responsibilities

Reporting to the Lead EPA Co-ordinator, the post holder's key responsibilities will include:

- Supporting the EPA co-ordinators/internal quality assurance team to ensure that independent assessment and quality assurance activities are allocated and scheduled in accordance with service requirements.
- Providing administrative support across the EPA team including raising purchase orders and processing invoices for Associate Independent Assessors.
- The preparation, dispatch and return of EPA resources, both electronically and via post/courier as required.
- Assisting with the preparation, checking and uploading of documents and other digital resources as required
- Providing front-line support for EPA customers and stakeholders across all standards.
- Providing administrative support on quality assurance activities inclusive of issuing assisting with audits, ensuring online systems and processes are up to date.
- Working as part of a team building relationships both internally and externally with customers and stakeholders
- Supporting the selection and recruitment process of Associate Independent Assessors including carrying out onboarding checks and assisting with training.

- Actively contribute to team meetings and guidance around regulatory and quality requirements
- Carrying out other duties as are within the scope, spirit and purpose of the job as requested.
- Acting in accordance with organisational values and behaviours and as an ambassador for SFJ Awards and the wider Workforce Development Trust in all interactions with contacts, both internal and external

Person specification

Criteria	Essential	Desirable
Education and qualifications		
Maths and English qualification at Level 2	X	
Knowledge		
Understanding of the importance of accuracy and thoroughness in carrying out administrative tasks	X	
Understanding of Apprenticeship Standards, End Point Assessment /or post 16 education environments		X
Experiences		
Experience of working effectively as part of a team and independently	X	
Experience of working flexibly and meeting required timelines within a dynamic working environment	X	
Experience of building and sustaining effective working relationships with customers and stakeholders from different organisations		X
Experience of working within a busy customer service-oriented business environment		X
Skills and abilities		
Strong communication, influencing and interpersonal skills	X	
Strong customer service skills	X	
Strong attention to detail and organisational skills with the ability to manage own time and work priorities	X	
Resilience and determination, with the ability to work well under pressure in a dynamic environment	X	
Excellent IT skills to support core functions of the role, including the Microsoft Office Suite Applications	X	
A professional, reliable and responsible attitude to work	X	
Other		

Motivated, enthusiastic and able to work with confidence, using your own initiative	X	
Flexible approach to travel and hours of work	X	
A willingness to learn and a commitment to continued professional development	X	

Job Description Completion

Name	Kit Salt
Job title	Head of Assessment
Department	SFJ Awards
Date	3 rd January 2025

All job descriptions are subject to review. All post holders are expected to be flexible and prepared to carry out any similar or related duties that do not fall within the work outlined. The line manager, in consultation with the post holder will undertake any review.

Safeguarding

The Workforce Development Trust Ltd are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all employees to share this commitment. This role is subject to a criminal record check via the Disclosure and Barring Service.

Equal Opportunities

The Workforce Development Trust Ltd are committed to eliminating unlawful discrimination and promoting equality of opportunity. Every employee has a personal responsibility to:

- Ensure their behaviour is not discriminatory.
- Does not cause offence.
- To challenge the inappropriate behaviours of others.
- Adhere to the Equal Opportunities policy.

Health and Safety

Under the provisions contained in the Health and Safety at Work Act (1974), it is the duty of every employer to:

- Take reasonable care of themselves and for others at work.
- To co-operate with The Workforce Development Trust Ltd as far as is necessary to enable them to carry out their legal duty.

- Not to intentionally or recklessly interfere with anything provided, including personal protective equipment for Health and Safety or welfare at work.

The Workforce Development Trust Ltd will take all reasonable practical steps to ensure your health, safety, and welfare whilst at work. If employed, you must familiarise yourself with the Health and Safety policy and Fire Safety rules. It will be your legal duty to take care of your own health as well as that of your colleagues.

Confidentiality

Within this role there will be a need to use or be party to confidential information. The employee may not disclose any information of a confidential nature relating to The Workforce Development Trust Ltd or in respect of which The Workforce Development Trust Ltd has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or required by law.

The unauthorised use or disclosure of personal information no matter whether in verbal, written, or electronic format, or through negligence, is regarded as misconduct. Employees are expected to act with integrity both inside and outside the workplace.

Data Protection

If you apply for a position with the Workforce Development Trust, we will use the information you provide to assist in the recruitment and selection process. Under GDPR, the general information that you supply about yourself is known as your personal data and information about any criminal convictions, ethnic origin, and health, amongst other things, is referred to as 'sensitive personal data'.

The Workforce Development Trust takes the security of your data seriously, and will not share your data with third parties, unless your application for employment is successful, and it makes you an offer of employment. The Workforce Development Trust will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and, where necessary, the Disclosure and Barring Service to obtain necessary criminal records checks. The Company has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Workforce Development Trust to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Workforce Development Trust may also need to process data from job applicants to respond to and defend against legal claims.

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is deemed necessary. We will hold details of all applicants until the post applied for is filled. After which, if the candidate is unsuccessful, all documents held will be confidentially disposed of, both electronically and physically. Data will not be held for any longer 3 months of receiving an application. At the end of that period, your data will be deleted or destroyed. If you wish for your data to be destroyed before this period, you may contact the HR department and request for your data to be deleted. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

Other Employment

You may not without prior permission in writing of The Workforce Development Trust Ltd, be employed or otherwise engaged in any other business, trade, or profession, either directly or indirectly in any capacity whatsoever.



The Workforce Development Trust

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Skills for
Health

Skills for
Justice


SFJ
Awards

People **1st**
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