



<b>Job Title:</b>	<b>Quality Assurance Officer</b>
<b>Reports to:</b>	<b>Director of Operations</b>
<b>Job Location:</b>	<b>AGBIS Head Office, Welwyn, Hertfordshire (flexible working considered)</b>
<b>Job type:</b>	<b>35 hours per week (usually worked 9am to 5pm Monday to Friday)</b>
<b>Salary range:</b>	<b>£32,000 to £35,000 (dependent on qualifications and experience)</b>
<b>Benefits:</b>	<b>30 days annual leave and access to pension scheme with AGBIS employer contribution of 10% of salary</b>

#### **The Role:**

Applications are sought for the position of Quality Assurance Officer at AGBIS. The position is intended as a full-time post and the specific working hours will be agreed with the successful candidate.

This is important role supporting the Chief Executive in delivering two of AGBIS's key services. To be successful in this role you will need strong organisational skills, ideally supported by proven project management (or similar) experience. You must be professionally presented with excellent communication skills.

#### **Application process:**

Completed applications are to be submitted by email to Rachel Cooke, Director of Operations at: [ops@agbis.org.uk](mailto:ops@agbis.org.uk) consisting of:

1. A covering letter/supporting statement (maximum of 1000 words) outlining how you meet the six core skills and competence listed in the person specification, with examples relating to your proven experience.
2. An up to date CV, including salary levels, plus the names and contact details of two professional referees (all referees will need to be current or former line managers).

**Closing date:** 28<sup>th</sup> February 2023

**Interview date:** 9<sup>th</sup> March 2023 (to be held in Welwyn, Hertfordshire)

## **Roles and responsibilities:**

### **1. Reviews of Governance (RoG) and Consultancy**

Supporting the Chief Executive (who leads on these areas) by:

- Managing the AGBIS diary as regards Reviews of Governance and other consultancy type work
- Liaising with individual reviewers / consultants and building review teams as needed
- Contributing as needed to the training of reviewers/ consultants
- Requesting / chasing up paperwork from schools and liaising between schools and review teams/ lead reviewers as needed
- Dealing with initial day-to-day enquiries on RoG and consultancy from potential and current clients, referring on to / discussing with the CEO and / or other staff as necessary
- In liaison with other key AGBIS staff, preparing and maintaining appropriate marketing information, to promote AGBIS consultancy and RoG services to schools
- Checking RoG reports for quality and accuracy, editing/ redrafting as required, in liaison with lead reviewers/ consultants and the Chief Executive as necessary
- Reformatting reports as needed
- Liaising with schools as regards fact checking and publication of final report as needed
- Maintaining up to date and accurate files and folders (and related website-based documents) of, inter alia:
  - Reviewers' and consultants' information
  - Proposal documentation for reviews and consultancies
  - Tables of fees and charges
  - Template and published reports and support documentation for schools
  - Guidance documents for reviewers and consultants
  - Matrix showing current status of reviews and consultants completed, in progress and in prospect
  - Income and expenditure forecast for Director of Operations
- Providing up to date and accurate data to the Chief Executive and Board as needed, both ad hoc and for scheduled Committee and Board meetings
- Shadowing RoGs from time to time as part of the QA process
- Updating presentations as needed for consultancy work

### **2. Quality Assurance across the organisation:**

- Support the Director of Operations to deliver the annual AGBIS Board election process, review the success each year and make recommendations for improvement
- Support the Director of Operations to roll out the annual Heads' and Bursars' remuneration survey to member schools, review the success each year and make recommendations for improvement



- Proof read and contribute to eNewsletters and other core publications
- Review, triage and action as necessary and file all member schools' ISI inspection reports as they come in
- Liaise with member schools regarding 'non-compliant' ISI inspection reports as necessary, following CEO's email to their Clerk in response
- Keep accurate records of and produce 'sit-rep' summary updates for member schools that are non-compliant on inspection, or facing DfE enforcement action
- Produce updates of above as necessary for Board and Committee meetings to review

**3. Working to and with the Director of Operations to support the smooth running of the AGBIS office and service to members, including:**

- Regularly maintaining and checking for quality and accuracy a range of other documents and materials that will be stored on the website and/ or on the internet and used internally and externally.
- Liaising with the Chief Executive, Director of Training and Membership (Deputy CEO) and other AGBIS staff as required, in addition to liaising with external providers / partners where required, in order to fulfil the above
- Supporting Members with ad hoc queries as needed
- Contribute to AGBIS projects as directed by the Chief Executive, Director of Training and Membership (Deputy CEO) and Director of Operations as required

**Person specification:**

<b>Knowledge and experience</b>	
<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> <li>• High degree of literacy, fluency and accuracy in written English</li> <li>• Excellent editing/sub-editing/proof reading skills</li> <li>• Excellent IT literacy, especially in formatting and publishing documents and use of spreadsheets, including Microsoft Office (Word, Excel, Outlook and PowerPoint)</li> <li>• Resilience and sense of humour!</li> </ul>	<ul style="list-style-type: none"> <li>• Degree or equivalent experience in project management, literature or communications related field</li> <li>• Knowledge of/experience in governance, preferably at school level</li> <li>• An understanding of how schools work and of the UK independent schools' sector</li> <li>• Experience working within a membership organisation or the wider third/voluntary/charitable sector</li> </ul>

<b>Core skills and competence - Essential</b>
<ol style="list-style-type: none"> <li>1. Excellent communication skills</li> <li>2. Excellent organisational skills</li> <li>3. Discreet and enthusiastic; able to work on own initiative, as well as the ability to get on well with people within a small team environment</li> <li>4. A detail-oriented approach with ability to work under pressure to meet deadlines</li> <li>5. A strong collaborative and professional approach with the ability quickly to build and maintain strong working relationships.</li> <li>6. Strong interpersonal skills including networking and the confidence and ability to liaise and negotiate at senior level</li> </ol>

**Salary and benefits:**

- 35 hours per week
- 30 days' annual leave (annual leave year runs from 1<sup>st</sup> January to 31<sup>st</sup> December)
- Salary range £32,000 to £35,000 (dependent on qualifications and experience)
- Access to pension scheme with AGBIS employer contribution of 10% of salary
- The post-holder will be appraised on a regular basis and specific training and development opportunities will be agreed as needed