



Job Title: Accreditation Assessor
Terms and Rate: TBC
Type of Employment: Independent Contractor

Application Deadline: Applications accepted on an ongoing basis

Main purpose of the role

To carry out assessment work as directed by the Montessori Accreditation and Endorsement Framework (MAEF) in accordance with established guidelines and application processes. As an experienced, specialist in the provision of education, our Accreditation Assessors will support our focus and encouragement of high-quality provision and reinforce compliance against our standards and expectation, ensuring parity of application and provision worldwide. An Accreditation Assessor will be responsible for reviewing provision for accreditation; endorsement monitoring and re-accreditation against set criteria ensuring quality provision and compliance with MAEF standards at all times.

Key areas of responsibility

1. To participate in the review of settings/ providers/ centers through desk-based assessment and on-site assessment processes
2. Review submission from applicants against MAEF standards
3. Make initial assessments and prepare for further information requests
4. Contribute to meetings organised to discuss MAEF moderation, review and validation of reports
5. Prepare and review accreditation visit reports and contribute to the drafting and documentation confirming accreditation.
6. To undertake health and safety duties and responsibilities appropriate to the role.

Other Duties

- Comply with all Montessori Group policies and guidelines (i.e. H&S, Data Protection, E&D etc.).
- To adhere to Safeguarding protocols.

Guidance for Applicants

Thank you for your interest in working with Montessori Group.

We operate an electronic recruitment process. To apply, please send an expression of interest; your CV and a cover letter detailing how you feel you are suited to the position to recruitment@montessori.org.uk

For an informal discussion about this role, please also contact recruitment@montessori.org.uk

If you require documentation or application processes via an alternative format, please do let us know.

Equality and Diversity - Our commitment

We value and support the contribution of our staff and seek to ensure that all applicants and our staff are supported and enabled and do not face unnecessary barriers to their successful employment. We have set out our commitments in our staff policies including our Equality and Diversity Policy (available to applicants on request).

Interviews

Applicants will be notified by email of our shortlisting processes and interview arrangements as soon as possible after the closing date.

Conditions of appointment

All appointments are subject to the receipt of satisfactory references; proof of identity and right to work within the UK; proof of earnings/qualifications (as necessary) and a period of probation.

