



Standards & Training Accreditation Review (STAR) Administrator

Role type: Fixed Term employed post (35 hours a week)

Salary: Dependent on experience

Main purpose of the role

To support the operations and development of the Montessori Group's Standards & Training Accreditation Review (STAR) framework; working to promote and uphold the rigor of our quality assurance processes and supporting activities.

Working closely with the Partnerships & Accreditation Manager and the Head of Education, activities will include preparation of application and monitoring proposals, maintaining connections and networks within the wider education sector for STAR applicants and referrals and ensuring adequate and responsive administrative systems are in place to respond to efficient assessment timelines to facilitate effective monitoring and reporting activities across the STAR framework.

This role is expected to work in a flexible, proactive manner and assist with general communications and regular application/ evidence submissions in a timely manner, recording and storing documentation in accordance with STAR operating procedures.

An awareness of social issues within educational initiatives would be beneficial, additionally an ability to engage with a wide variety of industry and professional colleagues to support a rich and varied portfolio of sector-led and charitable development activity worldwide.

Key areas of focus

- Answer queries relating to STAR; providing support to applicants and accredited/ endorsed providers
- Answer administrative/ document access queries from assessors.
- Maintain accreditation and endorsement database of STAR providers
- Provide the first line of enquiry response and maintain suitable relationships with applicants and their nominees.
- Engage in review and evaluation activity as necessary to support monitoring and reporting as directed by line manager (this may include data driven initiatives or more qualitative evidence gathering, maintaining case studies for example)
- Support any and all relevant STAR administrative activities to ensure the organisations activities are delivered appropriately, to meet agreed expectations, in a timely manner.

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Montessori Centre International is the trading name of St Nicholas Montessori Training Ltd, a company registered in England.

This role would suit an experienced administrator (possibly with a compliance/ education background), with qualifications to indicate a professional level of communication and written skill; experience of working with databases/ applications and evidence based submissions would be beneficial.