

## Appointment of Accreditation Assistant, British Accreditation Council

Thank you for your interest in the post of Accreditation Assistant at the British Accreditation Council (BAC), which is a new position made essential by the sustained increase in activity experienced at our head office over the past year.

It will be an important role at an exciting time for BAC. The past few years have seen an unprecedented growth in our operations, influence and organisational capacity, and we are looking for another member of the Accreditation Department to support the inspection and accreditation processes whose high standards have cemented our reputation as the leading accrediting body for private post-16 education in the UK.

Applications should be made to

Miss Natalie Kubicki,  
Office Manager,  
British Accreditation Council,  
44 Bedford Row,  
London  
WC1R 4LL

or emailed for the Office Manager's attention to  
[vacancies@the-bac.org](mailto:vacancies@the-bac.org)

Letters of application should set out your **reasons for applying for the post**, describe your **experience of or interest in the independent Further and Higher Education sectors**, and indicate **to what extent and in what way you meet the criteria included in the person specification**. The letter should be accompanied by a **detailed CV** and the names and contact details of **two referees**, indicating whether they may be approached ahead of the interviews.

The closing date for completed applications is **Monday 15 March 2010** by 12 midday. Late applications will not be accepted.

Shortlisting will take place in this week, and shortlisted candidates will be interviewed at our London office on Tuesday 23 March 2010.

We look forward to receiving your application.

Yours sincerely,

Natalie Kubicki