



Qualification Administrator Job Description

This new post holder will be working closely with staff who oversee and verify qualifications for the various courses we offer. The role is envisaged to be mainly based in our Burton on Trent centre, with some specific meeting requirements, though there is scope for hybrid working at times. This role is subject to robust safer recruitment, including an enhanced DBS check.

As the Qualifications Administrator, you will be responsible for completing various administrative tasks related to all qualifications delivered at Eagle's Nest.

Key Responsibilities:

- To develop a robust and systematic approach to the full process from entry through to certification, in line with qualification board requirements.
- To complete entries in liaison with the verification team.
- To complete internal verification plans, observation plans and other supporting plans and trackers to support efficient and supportive management of qualifications.
- To monitor assessments and support delivery staff in tracking progress for learners.
- To remain up to date with qualification board developments, supporting the wider team to embed these as required.
- To track qualifications achieved and report on these for Senior Team/ Trustee Board from time to time.
- Any other tasks appropriate to support the management of qualifications
- To adhere to the Safeguarding Policy and Staff Code of Conduct.
- Not to impose your own personal views or religious beliefs onto a young person.
- To undertake any such other tasks deemed appropriate by the Senior Team or Line Manager

Eagle's Nest is an educational charity rooted in Christian values of love and acceptance. We work with young people from all backgrounds, including those from all faiths or none. We are committed to high quality support and care, ensuring the ongoing welfare of the young people we work with. It is therefore vital that all staff are able to communicate effectively and without judgement as they work in an environment with young people and families who may have a very different lifestyle to their own.

We are committed to the development of our staff team and seek to support skill development through the provision of in-house and external training opportunities.