



Qualification Administrator Person Specification

The table below lists skills and qualities we are seeking for this role. If you feel you can offer all or most of these criteria we would love to hear from you.

Experience, Skills & Qualities		Essential	Desirable
EXPERIENCE	Experience in delivering and/or administrating portfolio-based qualifications	✓	
	Previous experience working within an educational setting and familiarity with regulatory bodies like the Joint Council for Qualifications	✓	
	Confident use of IT including excel and a range of other systems to show adaptable to a variety of systems	✓	
	Experience of administrative role requiring high data accuracy		✓
SKILLS & KNOWLEDGE	Excellent organisational and time management skills.	✓	
	Excellent attention to detail	✓	
	Ability to work well independently and as part of a team.	✓	
	Able to communicate a 'can do' attitude and a problem- solving approach to challenges	✓	
	Strong verbal and written communication skills for liaising with students, staff, and external examination boards.	✓	
	Ability to solve problems, make good judgements and take decisions	✓	
	Qualifications to at least level 3	✓	
	Calm, flexible and approachable	✓	
	Understanding of trauma informed approaches and supporting those who have faced significant adversity		✓

Eagle's Nest is rooted in Christian values of love and acceptance of all, and whilst a practicing faith is not a requirement, those applying should be sympathetic to these faith-based roots.