

**Person Specification - Exams Officer and BTEC Coursework Co-ordinator
The West Grantham Church of England Secondary Academy**

QUALIFICATIONS & TRAINING

Essential

- Good standard of general education with strong literacy and numeracy skills.
- Willingness to undertake necessary training, including JCQ updates and role-specific training.

Desirable

- Qualifications relevant to administration, data management or education.

EXPERIENCE

Essential

- 3–5 years relevant administrative experience.
- Experience working in a fast-paced environment with competing deadlines.
- Experience producing accurate records, data or reports.

Desirable

- Experience in a school environment.
- Experience with exam administration or BTEC coordination.
- Experience supervising staff or teams.

KNOWLEDGE & SKILLS

Essential

- Advanced IT skills including spreadsheets, databases and word processing.
- Excellent written and verbal communication skills.
- Strong organisational skills and attention to detail.
- Ability to interpret and apply procedures and regulations.
- Ability to handle confidential information securely.
- Ability to work collaboratively with staff, students, parents and external bodies.
- Ability to prioritise and respond effectively to unexpected situations.

Desirable

- Knowledge of Bromcom or similar MIS.
- Understanding of JCQ regulations and examination processes.
- Familiarity with BTEC qualifications and verification requirements.

PERSONAL QUALITIES

Essential

- Reliable, professional and committed to high standards.
- Flexible and adaptable.
- Confident and approachable, with leadership ability.
- Calm under pressure.

- Proactive and self-motivated.
- Strong sense of integrity and responsibility.
- Commitment to safeguarding and welfare of young people.

OTHER REQUIREMENTS

- Willingness to work additional hours during peak exam periods.
- Commitment to equality, diversity and inclusion.
- Alignment with the ethos and values of the Academy.