

Stratford-upon-Avon School

Examinations, Data & Access Arrangements Coordinator - Person Specification

October 2026

Please read this Person Specification carefully as it will be used to assess candidates as part of the shortlisting and selection process.

	Essential	Desirable	Evidence base
Qualifications	• Good general education including GCSE grade 4/C or above (or equivalent) in English and Mathematics. • Willingness to undertake role-specific training and continuing professional development.	• Higher education to A level, degree or equivalent. • Relevant Access Arrangements/SEND qualification or training. • Relevant assessment qualification / BPS Test User qualification where applicable.	Application form / certificates
General skills and experience	• Experience of working in a service-driven, outward-facing or fast-paced administrative environment. • General office administration and management of competing deadlines. • Experience handling confidential or sensitive information accurately. • Experience of working with young people, families or a comparable service-user group. • Experience using digital systems and spreadsheets to maintain accurate records.	• Experience in a school or college. • Experience of examinations administration. • Experience of Access Arrangements, SEND administration or regulated case-management. • Experience of a school MIS such as Bromcom and/or SISRA.	Application, references and selection process
Key competencies and aptitudes - common to all applicants	• Able to work collaboratively and autonomously. • Skilled user of Microsoft 365, including Teams, OneNote, Word and Excel. • Excellent organisation, prioritisation and attention to detail. • Able to interpret detailed instructions/regulations and apply them consistently. • Able to remain calm, accurate, polite and solution-focused under pressure. • Excellent written and oral communication with students, staff, parents/carers and external organisations. • Discretion, confidentiality, initiative, common sense and patience. • Able to identify errors, inconsistencies and missing information and follow them through to resolution. • Flexible approach to working hours to meet examination-cycle and results demands. • Comfortable with a physically active role involving movement around school buildings and handling examination/documentation materials.	• Experience of supervising or coordinating staff. • Experience of creating or improving procedures, checklists or guidance. • Knowledge of the secondary curriculum and qualification landscape.	Application, references and selection process
Access Arrangements strand	• For applicants seeking to lead this strand: strong case-management skills and the ability to gather, organise and evaluate evidence against clear criteria. • Ability to build effective working relationships with students, parents/carers, teachers, Inclusion/SEND staff and external professionals. • Willingness to undertake Access Arrangements Coordinator training and maintain up-to-date knowledge of relevant JCQ requirements. • Understanding of the need to distinguish coordination/administration from specialist assessment unless appropriately qualified.	• Current experience of JCQ Access Arrangements processes. • Experience using AAO or equivalent awarding-body systems. • Experience maintaining inspection-ready Access Arrangements evidence. • Experience supporting SEND or educational assessment.	Application and selection process

	Essential	Desirable	Evidence base
Exams & Data strand	• For applicants seeking to lead this strand: strong logistical and administrative skills and confidence working with high-volume data and deadlines. • Ability to learn and apply examination security and regulatory requirements. • High level of accuracy when entering, checking, importing/exporting or reporting data.	• Examination entries, timetabling, rooming, results or invigilation administration. • Experience of MIS administration, school census, data captures or progress reporting. • Experience of Bromcom and/or SISRA.	Application and selection process
Professional development	• Evidence of involvement in appropriate professional development. • Commitment to maintaining current knowledge in the specialist area(s) undertaken.	• Planned involvement in a range of professional activities and relevant external training.	Application, references and selection process
Other information	• Commitment to safeguarding and promoting the welfare of children and young people. • Commitment to the ethos and values of the school. • Post is subject to an Enhanced DBS Disclosure and other appropriate pre-employment checks.	• Willingness to contribute to wider school activities where appropriate.	Application, references and selection process

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.