

Job Description

POST TITLE:	Access Arrangements Co-ordinator & SEND Admin Support
GRADE:	6
HOURS OF WORK:	20-22 hours per week, term time only. Exact working hours to be negotiated with the successful candidate
RESPONSIBLE TO:	SENDCo
PURPOSE OF THE JOB:	Working under the direction of the SENDCo to enable access to learning for students, and to take a lead administrative role in co-ordinating access arrangements for internal and external examinations. This includes the organisation, record keeping, evidence management and logistical preparation required to ensure full JCQ compliance.

MAIN RESPONSIBILITIES:

Access Arrangements Co-ordination

Support the SENDCo in the administrative co-ordination of Access Arrangements in line with JCQ regulations.

- Maintain and update Access Arrangements lists, evidence files, tracking sheets and monitoring logs.
- Organise and schedule assessment sessions with the SENDCo or qualified assessor.
- Collect, collate and file teacher evidence for Form 8 and other documentation required for awarding Access Arrangements.
- Liaise with staff to ensure timely completion of required feedback and written evidence.
- Prepare documents for internal and external deadlines, ensuring full compliance and high-quality record keeping.
- Assist in compiling and storing student history of need, normal way of working evidence, and curriculum access logs.
- Co-ordinate administrative arrangements for:
 - Readers
 - Scribes
 - Prompts
 - Supervised rest breaks
 - Separate room requests
 - Modified papers (under the instruction of the Senior Exams Officer)
- Support the SENDCo in preparing and distributing Access Arrangements information to teaching staff.
- Prepare resources and materials required for students using Access Arrangements in internal assessments.
- Ensure the secure storage and secure handling of JCQ documents in line with regulations.
- Support the Senior Exams Officer and SENDCo with the operational delivery of Access Arrangements during the exam season.
- Work with the SENDCo to ensure students understand their approved Access Arrangements and how to use them effectively.

SEND Admin

- Collate information for annual reviews.
- Arrange meetings, as required by SEND team.
- Support the administrative systems within Achievement Support.

Supporting the School

- Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Develop and maintain effective relationships with other staff, parents and carers.
- Attend relevant meetings as required.
- Assist in facilitating school events.
- Supervise the class in the short-term absence of the teacher.
- Contribute to wider school life, as appropriate.

GENERAL NOTES:

- The aforementioned responsibilities are subject to the general duties and responsibilities contained in the School Teachers' Pay and Conditions Document, Burgundy Book and other conditions of service for teachers and are additional to the general duties and responsibilities of a teacher.
- These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- These accountabilities are not necessarily a comprehensive definition of the post. It will be reviewed at least once per year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Hampton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service Check from the Disclosure and Barring Service (DBS).

Person Specification

THE POST: Access Arrangements Co-ordinator & SEND Admin Support

Criteria	Essential	Desirable
Educational Qualifications	<ul style="list-style-type: none"> ➤ Good educational background with GCSE (or equivalent) at Grade C and above in Maths and English. ➤ Demonstrate experience of working with regulations, guidance documents and compliance procedures. 	<ul style="list-style-type: none"> ➤ NVQ Level 3 or above in Business Admin or equivalent. ➤ Training in Access Arrangements or JCQ Regulations, or similar. ➤ Qualification or training in data management or exam administration systems. ➤ Relevant training or further development.
Experience	<ul style="list-style-type: none"> ➤ Previous experience working in an administrative background. ➤ Experience of administrative work involving compliance, record-keeping, or evidence gathering. ➤ Experience of working with confidential or sensitive student information. ➤ Experience of organising and prioritising workloads and assisting others. 	<ul style="list-style-type: none"> ➤ Experience of working in a similar position in a school/college. ➤ Experience of working in an Exams administration role. ➤ Experience of liaising with Exam Boards and JCQ Regulations.
Skills/Abilities	<ul style="list-style-type: none"> ➤ High levels of accuracy and attention to detail. ➤ Strong administrative skills and the ability to multi-task. ➤ Ability to maintain secure, compliant and confidential information. ➤ Ability to use own initiative and prioritise workload with minimal supervision. ➤ Strong communication skills to liaise with internal and external colleagues. ➤ Ability to work independently, prioritise and use initiative. 	<ul style="list-style-type: none"> ➤ Ability to work under pressure. ➤ Ability to interpret and follow JCQ regulations and apply them consistently in practice.
Knowledge and Understanding	<ul style="list-style-type: none"> ➤ Appreciation of absolute confidentiality of information received in school. 	<ul style="list-style-type: none"> ➤ Understanding of Access Arrangements. ➤ Awareness of JCQ requirements.
Other Requirements	<ul style="list-style-type: none"> ➤ Ability to work flexibly during busy examination periods. ➤ Professionalism and discretion when handling confidential and sensitive information. ➤ Teamwork and Collaboration. ➤ Ability to work under pressure and meet strict deadlines. 	

	<ul style="list-style-type: none"> ➤ Ability to comply with Policy & Procedures. ➤ Willingness to learn new skills. ➤ Reliability, Positive outlook & Enthusiastic with a calm approach. ➤ Excellent communication skills, oral and written. ➤ Good ICT skills. ➤ Ability to adapt to change and a variety of situations. ➤ Good organisational skills. ➤ Willingness to undertake training, as required. ➤ Willingness to take a full and active role in college life. 	
Safeguarding Competencies	<ul style="list-style-type: none"> ➤ Commitment to promoting and safeguarding the welfare of all staff and students. 	