

Access Arrangements Coordinator & SEND Administrator

School: St John's Marlborough

Salary: FTE £26,824 – £29,064, Actual £24,255.44 - £26,280.95 (scale 8-13)

Working closely with: Statutory SENCO, Assistant SENCO, Exams Officer

Contract Type: Full-time, Permanent, term time only plus

Start Date: September 2026

Job Purpose

The Access Arrangements Coordinator & SEND Administrator ensures that all exam access arrangements are compliant, well-evidenced and delivered to the highest standard, enabling students with SEND and additional needs to access assessments fairly and confidently.

The postholder also provides high-quality administrative and organisational support to the SEND department, ensuring that systems, documentation and communication run smoothly and efficiently. This role is central to the operational effectiveness of the school's Inclusion and SEND strategy.

Key Responsibilities

1. Access Arrangements Leadership (JCQ Compliance)

- Lead the full process for exam access arrangements in line with JCQ regulations.
- Coordinate screening, testing and evidence gathering for students requiring access arrangements.
- Maintain accurate and secure records of Form 8s, specialist assessments and supporting evidence.
- Work with the Exams Officer to ensure all approved arrangements are implemented during internal and external exams.
- Monitor the use of access arrangements in class to ensure they reflect normal way of working.

2. Evidence & Documentation Management

- Maintain a secure, compliant and up-to-date evidence base for all students with access arrangements.

- Ensure documentation meets JCQ requirements and is audit-ready at all times.
- Track deadlines for assessments, applications and reviews.
- Liaise with external assessors where required.

3. SEND Administrative Support

- Provide high-quality administrative support to the SEND department, including:
 - Updating the SEND register
 - Maintaining SEND profiles
 - Preparing APDR documentation
 - Scheduling meetings and reviews
 - Managing communication with families and staff
- Ensure SEND information is accurately recorded in the MIS and shared appropriately with staff.

4. Communication & Liaison

- Act as a key point of contact for parents regarding access arrangements and SEND processes.
- Communicate clearly and professionally with staff, students and families.
- Liaise with external professionals (EPs, assessors, therapists) to coordinate assessments and reports.
- Work closely with the AVP Data, Exams and Timetabling and Statutory SENCO to ensure smooth operational delivery.

5. Support for APDR Cycles

- Prepare documentation for APDR meetings and ensure updates are recorded accurately.
- Track deadlines and ensure teachers receive the information they need.
- Support the Assistant SENCO in maintaining high-quality SEND profiles and provision maps.

6. Data, Tracking & Reporting

- Maintain accurate records of all students receiving access arrangements.
- Produce reports for SLT, SENCO, Exams Officer and governors as required.
- Track the impact and usage of access arrangements across subjects.

7. Operational Support for Exams

- Ensure rooms, staffing and resources for access arrangements are organised in advance.
- Support the Exams Officer with logistics for readers, scribes, laptops and separate rooms.
- Ensure all staff involved in exams understand JCQ expectations.

8. General Duties

- Uphold confidentiality and data protection requirements at all times.
- Contribute to the smooth running of the SEND department.
- Support the school's values of Ambition, Integrity and Respect.
- Undertake training to remain up to date with JCQ and SEND requirements.

Person Specification — Access Arrangements Coordinator & SEND Administrator

	Essential	Desirable
Qualifications and Professional Development	<ul style="list-style-type: none"> • Relevant SEND training or willingness to undertake • Level 2/3 qualifications in administration or equivalent experience • JCQ Access Arrangements training or willingness to complete annually • Training in safeguarding and data protection 	<ul style="list-style-type: none"> • Training in specialist assessment processes • Knowledge of MIS systems (SIMS/Arbor/Bromcom)
Experience	<ul style="list-style-type: none"> • Experience working in a school, SEND department or exams office • Experience managing confidential documentation and sensitive data • Experience communicating with parents, staff and external agencies 	<ul style="list-style-type: none"> • Experience coordinating or supporting exam access arrangements (desirable but trainable) • Experience supporting SEND processes, APDR cycles or EHCP reviews • Experience working with vulnerable learners

Knowledge and understanding	<ul style="list-style-type: none"> • Understanding of SEND needs and inclusive practice • Awareness of safeguarding and child protection expectations • Understanding of the importance of “normal way of working” in access arrangements 	<ul style="list-style-type: none"> • Working knowledge of JCQ regulations for access arrangements (desirable; training provided) • Knowledge of school systems, timetabling and exams processes • Understanding of the SEND Code of Practice (desirable)
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	Essential	
Skills & Competencies	<ul style="list-style-type: none"> • Exceptional organisation and attention to detail — able to manage deadlines, evidence and documentation accurately • Strong communication skills — clear, professional and confident with staff, students and families • Data accuracy and MIS competence — able to update registers, profiles and evidence bases reliably • Ability to interpret and apply regulations (JCQ, SEND, safeguarding) • Calm under pressure — especially during exam seasons • Confident with digital tools — spreadsheets, databases, shared drives, forms • Ability to prioritise competing demands and manage workload independently • Discretion and confidentiality — essential for handling sensitive information • Team collaboration — works effectively with SENCO, Exams Officer and SEND Ops team 	
Safeguarding & Professional Expectations	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children • Willingness to undertake all relevant training (safeguarding, JCQ, SEND) • Adherence to confidentiality, GDPR and professional standards • Commitment to the ethos, vision and strategic priorities of St John’s Marlborough 	
Personal Qualities	<ul style="list-style-type: none"> • A commitment to inclusion, equity and supporting vulnerable learners • Professional integrity and reliability • Warm, approachable and supportive manner • Resilient, solution-focused and proactive • Able to build positive relationships with students, families and staff • Flexible and adaptable during peak periods (e.g., exam seasons) • Reflective and committed to continuous improvement • Alignment with the school’s values of Ambition, Integrity and Respect 	