

# Access Arrangements Coordinator & SEND Administrator

**Scale:** 8-13

**Salary:** FTE £26,824 – £29,064, Actual £24,255.44 - £26,280.95

**Start Date:** September 2026

**Hours:** 37 hours per week

(Monday to Thursday-8:00am to 4:00pm, Friday-8.00am to 3.30pm)

**Working weeks:** Term time + 2 weeks (41 wks per year)

**Paid weeks:** 47.15 wks per year

**Vacancies:** 1

An exciting opportunity has arisen for a highly motivated and efficient administrator to join our SEN team as Access Arrangements Coordinator & SEND Administrator.

This role is newly developed and is a permanent position in the term time of 39 weeks plus 2 weeks which includes staff development days.

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.

This position 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.

St John's Marlborough is a high performing academy and a key member of the highly effective Excalibur Academies Trust. Being part of the Excalibur Academies Trust means we offer a very well-thought-out package of support and development, which includes a wide variety of opportunities. Our professional development offer ensures a very clear focus on the development and well-being of all our staff and students.

Closing date for applications: Friday 10<sup>th</sup> July 2026, 9am\*

Date of interview: w/c 13<sup>th</sup> July

*\*The school reserve the right to close the job advert should they receive sufficient suitable applicants.*

*Excalibur Academies Trust is an equal opportunities employer and \*reserves the right to appoint prior to the closing date. The Trust is proud to serve a diverse student and parent community. The aims of the Trust's recruitment policy are to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position; to ensure that all job applicants are considered equally and consistently; to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, gender reassignment, disability or age; and to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks*