

BEACONSFIELD HIGH SCHOOL



RECRUITMENT

Information



*Exams Access
Arrangements
Administrator
September
2026*

*Part time
15 hours per week*

Application deadline:
09:00 on Monday
13th July

Interviews:
As suitable
candidates apply

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Thank you for your interest in applying for the position of Exams Access Arrangements Administrator

This booklet will give you an insight into who we are, what makes us tick and why we think we are an exciting and inspiring place to further your career. You will play a key role in our successful, ambitious and Ofsted Outstanding (2024) school.

Our school is a modern, diverse, inclusive and dynamic environment, a centre of excellence in and out of the classroom, and a happy community. At the heart of everything we do is respect – personally, for each other, for the environment and, of course, for learning.

Our community is vibrant, friendly and dynamic and we are proud of the open and supportive relationships between our staff and the students. Despite being a grammar school, we are not an exam factory. Creativity is not squeezed out in the push for the traditional view of academic success and our music, drama, art and design departments are thriving.

We are rightfully proud of the supportive and caring pastoral system that complements the wealth of learning and extra-curricular activities provided by the dedicated staff. Our common goal is to help our students grow and develop into successful young adults, with a pride in their school, and in themselves.

Staff retention is high. People enjoy working here and I have often heard new staff members say how invigorating it is to work in a school where the students want to learn and are hungry for knowledge!

I hope that what you go on to read will inspire you to apply for this position.

Tina Bond
Headteacher



About us

Situated in the Chilterns, 20 minutes from central London, Beaconsfield High is a girls' grammar school that has been delivering a highly successful academic culture for more than 50 years. Currently we have 1269 students on roll from Year 7 to Year 13.

We are proud to be a centre of academic excellence – see our latest exam results on page 5 - and we are one of only 45 schools nationwide to be recognised as an **Exceptional School**. An award which exemplifies the excellence and uniqueness of outstanding schools, including the quality and consistency of teaching that Ofsted now expects.

Students are required to achieve the qualifying score in the 11+ examination and live within the designated catchment area in order to join us, and when they do, they come to us from a variety of different backgrounds. As one of only 13 grammar schools in the area, places are in high demand.

Our students are challenged by remarkable teaching standards and benefit from the attention and respect of highly proficient, dedicated and conscientious staff.





Leadership, respect, humility and morality, creativity and physical activity are just some of the additional life skills and behaviours that are taught on a daily basis.

These and many other aspects of school life were recognised in December 2024 when we were inspected by Ofsted and subsequently rated 'Outstanding' in all areas. The report states that pupils *"are very proud of their welcoming and happy school"* and their *"exemplary behaviour contributes to the school's positive culture, as do (pupils') thoughtful and respectful relationships with others."*

Inspectors noted that *"The curriculum is inspiring and academically rigorous"* and *"pupils, including those with special educational needs and/or disabilities (SEND), embrace the school's high expectations and enjoy learning"*. They continued, *"they are very successful in public examinations and extremely well prepared for future learning."*

Our Governing Body have also been awarded the prestigious **Governor Mark**, a national award supported by the Department for Education and a recognised kite mark of good practice. It provides external evaluation of the quality of governance in a school and is an opportunity to demonstrate how a governing body strives for excellence.

2025 BHS EXAM RESULTS

49%

9 - 8 grades at GCSE

71%

9 - 7 grades at GCSE

90%

9 - 6 grades at GCSE

100%

9 - 5 grades maths

A* and A grades at A-Level

48%

A* - B grades at A-Level

81%

A* - C grades at A-Level

93%

Students who have accepted Oxbridge places

6

Students studying medicine and dentistry

11

Our Vision and Values

At Beaconsfield High School, education is about unlocking futures. Our vision is to help every student grow into a young person of character, curious in thought, courageous in action, and confident in themselves.

Our mission, delivering inspirational learning, limitless ambition and empowering support, extends not only to our students but to every member of staff who joins our community. Through a thoughtfully designed curriculum, we combine academic excellence with enrichment and life skills, enabling our learners to discover their passions, achieve their potential and step confidently into the future.

We are guided by our cultural pillars: Spur each other on, Choose respect, Be open to the new, and Back yourself. These values shape how we teach, learn and work together, creating an environment where both students and staff can thrive.

By joining us, you will be part of a school that aspires to the very best, for our learners, for our community, and for you as a professional



BEACONSFIELD HIGH SCHOOL

Limitless ambition

Our Vision

To help develop girls of character – curious in thought, courageous in action and confident in themselves.

Our mission

Inspirational learning. Limitless ambition. Empowering support.

cultural pillars

Spur each other on



Choose respect



Be open to the new



Back yourself



Student Leadership

One of the defining features of our school is its commitment to developing well-rounded students. Alongside high academic attainment there is emphasis on curiosity, confidence and courage. Our cultural pillars – back yourself, be open to the new, spur each other on, and choose respect – underpin this, encompassing how we approach learning, progress and opportunities across all year groups.

Looking ahead, the Senior Prefect Team and I aspire to further strengthen integration amongst the year groups further and ensure our cultural pillars are embedded in our community. We want to foster an environment where every student feels welcomed and part of our fantastic community.

Beaconsfield High School nurtures a challenging, supportive and inspiring environment where students are encouraged to challenge themselves and have limitless ambition. I am truly honoured to serve as Head Girl within a community that challenges and supports every student.

Leyla, 2026 – 2027 Head Girl





July 2026

Dear Applicant

Thank you so much for showing interest in our school and the role of Exams Access Arrangements Administrator. We are extremely proud of our school, our students and our staff. We are excited about our intention to appoint a new, dynamic and inspirational member of the Pastoral team and look forward to hearing how your skills, attributes and experience can match our needs.

Beaconsfield High School is a happy and high-achieving grammar school in the delightful town of Beaconsfield. The school is oversubscribed, our students do incredibly well academically at both GCSE and A-Level, and make good progress each year that they are with us. We are currently ranked 7th in The Times' best secondary and grammar schools in the Southeast, with a national rank of 37th. In December of 2024, Ofsted designated the school as 'outstanding' in all areas. The vast majority of our students go on to higher education, but we pride ourselves on being 'remarkable' and support our students on increasingly diverse pathways, ensuring excellent careers provision.

In school our 'remarkable' practice is seen in our approach to performance management, which operates in accordance with the ethos of our school: professional trust; it is a process focused on development, not judgments. We are a school dedicated to innovation and research-informed practice; we have expert teachers excited by their professional development and this makes the school an inspirational place to work. Year on year in our staff surveys, 100% of our staff tell us they are proud to work here. As a result, our young people benefit from staff who are energised and creative and inspire them to reach their potential; our Progress 8 last year was 1.03.

We have spent much time and thought over the last few years on our flexible working offer for staff. This is an ongoing process, and we are excited by potential future opportunities. Already we are very accommodating to part time work, give enhanced PPA, and allow PPA to be taken off-site. We also have flexible meeting time and employ cover supervisors, and over-staff in order to limit cover requirements for teachers. We have sensible and evidence-based feedback processes to make marking manageable for teachers. Our staff leave of absence policy is applied generously, and formal and informal flexible working requests are considered. Being an Academy, we are also able to ensure that school holidays are generous.

At our school, there is so much positive energy, achievement and 'buzz'. Our staff give generously of their time to enable the students to have wonderful and enriching experiences, such as languages trips, history trips, ski trips, sports tours, music tours, Duke of Edinburgh expeditions, to mention but a few. Sporting achievements are outstanding, with national medals being won by several of our teams; hundreds of our students take part in the Duke of Edinburgh scheme and many students take part in debating competitions, mock trials, young enterprise competitions, drama productions, music concerts ... the list is endless.

We believe that students should feel cared for, and we work very hard to support their wellbeing through a strong pastoral care framework, and our life skills ethos, called 'Getting Life-Ready'. We recognise that happy and confident young people are far more successful in all that they do. There is something for everyone at our school and the ethos and atmosphere is one of acceptance and mutual respect.

We have a rolling programme of building development and maintenance, to ensure excellent facilities for all. We have invested over £3,500,000 in refurbishing some of the older parts of the school to include a new staffroom, drama studio and cafeteria.

The closing date is Monday 13th July at 9am, with interviews being held as suitable candidates apply. If you would like to visit our school before the deadline, please contact Sarah Rivers, HR and Recruitment Officer, via email recruitment@beaconsfieldhigh.school . Please do not worry if you are unable to visit as this will not form part of the recruitment process.

This is an inspiring place to work. We will provide you with a vibrant, exciting opportunity to develop your teaching skills in a school dedicated to excellence.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Tina Bond', written in a cursive style.

Tina Bond
Headteacher

Exams Access Arrangements Administrator Job Description



| | |
|---|--|
| Job title | Exams Access Arrangements Administrator |
| Salary range | 15 hours per week, term time only 38 weeks per year £29,114 – £31,230 (£9,776 - £10,487 pro rated) |
| Line Management | Examinations Officer / SENDCO |
| Purpose of the role | |
| <p>The purpose of this role is to support the SENCO in the identification, assessment and ongoing management of students with Special Educational Needs and Disabilities (SEND), including the coordination of Exam Access Arrangements. The postholder will analyse specialist reports and assessment information to develop an informed understanding of individual learners' needs, support the implementation of the school's SEND policy, and help ensure that appropriate provision is in place both within and beyond the classroom. Working closely with staff, students and families, the role contributes to the effective day-to-day operation of the SEND department and promotes inclusive practice across the school.</p> | |
| Duties and responsibilities | |
| <p>While the job description below is extensive, the nature of the role sees peaks and troughs for each area of responsibility.</p> <p>Exams Access Arrangements (Reporting to the SENCO)</p> <ul style="list-style-type: none"> • To identify students who may be struggling with their learning. To assess students (using a range of standardised tests and informal measures) in order to ascertain their specific learning need. • To analyse specialist reports from other professionals, such as an Educational Psychologist, or Specialist Assessor, to identify the needs of the individual. To advise teachers and update SEN profiles accordingly. • To continue to develop and enhance the SEN provision for students with SEN. • To arrange testing and assessment of students to support special Exam Access Arrangement applications, ensuring the correct information is collected to support the application. • Support the organisation of time and resources for students requiring exams access arrangements. • To support the Learning Support Manager in the day to day running of the Learning Support Department. • To work with other members of the Learning Support office team to ensure incoming queries and on-going issues are handled effectively and efficiently. • To maintain open communication with students, parents/carers and to attend meetings with parents/carers or multi-agency meetings when appropriate. | |

- Ensure SEND profiles, SIMS, CPOMS and Inclusion List are updated regularly, and that data is retained and distributed securely.
- To provide support and information to teaching staff in relation to the needs of SEN students, including both day to day needs and exams access needs.
- Provide emergency support for Student Welfare Officer and emergency cover for LSAs.
- Participate in the schools Pastoral Training programme as required.
- Be committed to improving personal practice through training and performance managements.

Safeguarding and Promoting the Welfare of Children and Young People

- Ensure a safe and supportive school culture that promotes the wellbeing of staff and students.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.
- Promote a culture of inclusion within the school so that views are valued and considered.
- Compliance with GDPR Legislation (effective from May 2018).

Health and Safety requirements

- To ensure compliance with working practices within the department to ensure that all Health and Safety procedures are being adhered to; awareness of site-specific risks, also how to deal with emergencies and reporting of accidents and/or incidents.
- To complete all training procedures relating to Health and Safety.
- To ensure that practical area, tools, equipment, computer software and materials relevant to the subject area are kept in an operable and safe manner, and ready for use by staff and students.

General:

- Attend meetings where appropriate.
- To flexibly operate contracted hours to meet the needs of the school.
- Be committed to the school's vision and values.
- Support the wider administration team, including covering areas if required.
- In exceptional circumstances cover Registration or lessons for absent teaching staff.
- Attend and participate in relevant school events as required.
- To undertake any other duties reasonably expected of the role.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken has not been identified.

Exams Access Administrator Person Specification



Key

A: Application form

C: Certificate

I: Interview/ activities

R: Reference and other employment checks

| Qualification/experience requirements Essential | Assessment Method | Qualification/ experience requirements | Assessment Method |
|--|---|---|--|
| <ul style="list-style-type: none"> Evidence of relevant experience, training and continuous professional development relevant to the post Educated to GCSE Level C or equivalent in English and Maths | <ul style="list-style-type: none"> A/I/R A/C | | |
| Experience Essential | Assessment Method | Experience Desirable | Assessment Method |
| <ul style="list-style-type: none"> Experience in managing administration systems, data handling and analysis | <ul style="list-style-type: none"> A/I/R | <ul style="list-style-type: none"> Experience of working in a school / college Experience of examination administration or organisation | <ul style="list-style-type: none"> A/I A/I |
| Knowledge, Skills and Abilities Essential | Assessment Method | Knowledge, Skills and Abilities Desirable | Assessment Method |
| <ul style="list-style-type: none"> Excellent communication and interpersonal skills, working with staff, students, parents and carers. Excellent organisation skills Able to work flexibility, with a problem-solving approach and a willingness to undertake a range of tasks in a friendly, timely and efficient manner Ability to prioritise and manage own workload Excellent ICT skills with sound knowledge of Microsoft Office and the ability to use IT to produce documents, spreadsheets and databases with a strong understanding of how data can be used Excellent analytical and numerical ability The ability to work both independently and as part of a team Must be able to maintain integrity, reliability and confidentiality and deal sensitively with confidential issues | <ul style="list-style-type: none"> A/I/R A/I/R A/I/R A/I/R A/I/R A/I/R A/I/R | <ul style="list-style-type: none"> Knowledge of Sims | <ul style="list-style-type: none"> A/I/R |
| Safeguarding and promoting the welfare of children and young people | Assessment Method | Safeguarding and promoting the welfare of children and young | Assessment Method |
| <ul style="list-style-type: none"> Commitment to safeguarding and promoting the welfare of students Ensuring a safe and supportive school culture | <ul style="list-style-type: none"> A/I/R A/I/R | | |

September 2025

As per part 7 of the Immigration Act 2016, "the ability to converse with ease with members of the public and provide advice in accurate spoken English" is an essential requirement for this role.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken has not been identified.

Why work with us?

Beaconsfield High is a great place to work. Not only do we offer all the things you would expect, like excellent opportunities for career development, a great support network, a team of people dedicated to staff well-being and numerous staff training opportunities, we also offer those little extras that make life that much more enjoyable.

- **Flexible working**
- **15% PPA (Teaching Staff)**
- **Offsite PPA**
- Generous Teachers pension contribution (**28.6%**)
- Generous Support Staff pension contribution (**22.1%**)
- **Christmas and end of year socials**
- **Good Eggs / Christmas Stars** – staff nominated rewards for those colleagues who have gone above and beyond.
- **Government approved non-inset Academy Days** - non-working days in addition to inset days, equating to 3 additional days of holiday.
- Attend your child's primary school sports day/class nativity.
- **HIIT Classes**
- **Wisdom (Health Assured) membership**
- **Travel to exciting places** - we offer a number of very exciting student trips both national and international, which staff are encouraged to join.

For more details please view our Becky High Work With Us booklet in the Policies and Documents section on this portal.



Pupils are very proud of their welcoming and happy school. Staff 'dare' them 'to be remarkable'. Pupils understand that this does not just apply to academic results. Indeed, it is more about their character and becoming a rounded individual. Consequently, they participate enthusiastically in the many extra-curricular activities on offer. They are keen to contribute to the school community and so take on responsibilities willingly.

2024 Ofsted

There are endless opportunities here, the sky really is the limit!

Student

Not only do staff strive to get the best out of my daughter academically, her happiness and mental well-being is of equal importance. We are so proud to be part of the Becky High community.

Parent

The accreditation process has shown not only that Beaconsfield High School is an 'Exceptional School', but that it is also highly ambitious, forward looking and puts the attainment and wellbeing of students at the heart of all it does. The findings of the review demonstrate that it is held in high regard by all its stakeholders and the students themselves are its best ambassadors.

Best Practice Network





[beaconsfieldhigh.school](https://www.beaconsfieldhigh.school)

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