

Access Arrangements Coordinator

37 hrs p.w predominantly term time (39 weeks)

Monday to Thursday 8.00am – 4.00pm

Friday 8.00am – 3.30pm (Flexibility available)

NJC Range 4, Point 18 – Starting £25,103.80 (£29,269 FTE)

We are looking for someone to join our enthusiastic and committed team to coordinate exam access arrangements for students who require these adjustments.

We are an oversubscribed school and the school of choice for many students with Special Educational Needs due to the excellent level of support and care provided.

The successful candidate will lead on the identification of students who may require access arrangements, liaise with the external assessor for formal assessment, communicate with students, parents and staff and implement appropriate exam access arrangements throughout the school.

Experience of exam access arrangements is advantageous but not compulsory as training will be provided.

There is the potential for up to 2 weeks of the successful candidate's holiday time to be taken at mutually agreed points during term time. The remaining holiday time would be taken during the school holidays.

- The post is subject to an enhanced DBS check.
- Please address all applications to: Mrs. V. Todd – SENCO – personnel@gms.bucks.sch.uk

Closing date for applications is Friday 12th April 2024

Interview date: TBC (Applicants may be invited to interview as soon as an application is received)