# Access Arrangements Administrator

**37.5 hours per week, 40 weeks – term time only, permanent**

**£23,837 to £25,896 per annum**

*Nescot is recognised as the ‘****Employer of the year’*** *at the Surrey Business Awards 2024 and offers a wide range of benefits and wellbeing activities to staff.*

**What we are looking for:**

We are seeking a detail-oriented and empathetic administrator who understands the importance of supporting students with additional needs during their examinations. You will oversee the process for coordinating access arrangements in line with JCQ regulations to ensure student receive the appropriate adjustments. The ideal candidate will have excellent administrative and organisational skills, experience of working in an educational environment, and be a fast learner who is willing to take on new challenges. Some knowledge of exam regulations and access arrangement procedures would be beneficial but is not essential. You must be resilient and comfortable working in fast-paced environments, with the ability to work effectively under pressure and meet strict deadlines. You should be able to work sensitively with students, staff, and external agencies while maintaining strict confidentiality and ensuring compliance with awarding body requirements.

**Duties/responsibilities:**

**Administration and coordination**

* Manage walk in, email and telephone enquiries regarding exam arrangements
* Manage and track referrals for exam access arrangements from teachers, learning support staff and student self-referrals
* Manage and prioritise booking students in for assessment
* Process applications for access arrangements through awarding body online systems and maintain accurate records
* Ensure all deadlines for access arrangement applications are met according to awarding body timescales
* Liaise with tutors, support staff and students regarding access arrangement processes and requirements
* Work closely with the Exams team to ensure seamless delivery of approved arrangements
* Monitor the number of staff trained to facilitate access arrangements and arrange training for staff as required
* Support the Exams Team with the allocation and scheduling of additional resources such as readers, scribes, and specialist equipment

**Compliance and Quality Assurance**

* Ensure all access arrangements comply with JCQ regulations and individual awarding body requirements
* Maintain up-to-date knowledge of changes to access arrangement regulations and procedures
* Comply with GDPR Regulations

**Benefits:**

* A discounted on-site gym, sports hall, fitness class, osteopathy and day nursery
* 5-minute walk from Ewell East Station
* Discounted Starbucks
* Free online qualifications
* Free parking on-site

Nescot is graded ‘Good’ by Ofsted following its latest inspection in January 2023. Inspectors rated the College as Good in all 8 aspects. The report recognises that students “enjoy their courses and are motivated to succeed”, and benefit from “highly supportive relationships” with staff. Safeguarding arrangements are “effective” with regular training for staff, and leaders have in place “an effective policy for safer recruitment.”

At Nescot, we are proud of our inclusive culture, and we welcome all applications.

*Applicants must be willing to undergo child protection screening including checks with past employers and criminal record checks (enhanced DBS clearance).*

**Interviews will be held as and when candidates apply**

**Closing date will be Sunday 10th August**



# Job Description

**Position Details:**

**Title:** Access Arrangements Administrator

**Department:** Learning Support

**Fraction:** 0.8901

**Status:** Permanent

**Grade:** Support Grade 5

**Child/Vulnerable Adult Contact:** Yes

**Reporting / Department Details:**

**Responsible to:** Lead Exam Access Arrangement Assessor

**Functional links with:** Access Arrangement Assessors, Exams Team, Students, Curriculum Staff, Parents/Carers, Exam Boards

**Job Purpose:**

To provide comprehensive support for the management and coordination of exam access arrangements across the college, ensuring all students with additional needs receive appropriate, reasonable adjustments in compliance with awarding body regulations and equality legislation.

**Main Duties and Responsibilities**

**Pre-Examination Period**

* Review and process referrals for access arrangements received from teaching staff and support staff
* Ensure that appropriate evidence is in place to support each application
* Submit applications to relevant awarding bodies within required timescales
* Create and maintain hard copy and electronic individual student files
* Arrange and deliver access arrangement facilitator training for all staff who will be supporting students during examinations

**During Examination Periods**

* Liaise with the Exams Team to ensure access arrangements are facilitated
* Support the Exams Team with preparing resources for examination seasons
* Assist with monitoring and recording the effectiveness of access arrangements

**General Duties**

* Provide general administrative support to the Access Arrangements Team and the Examinations Team as required.
* Complete relevant training and professional development activities
* Participate in team meetings and contribute to departmental planning
* Assist with other duties as reasonably required to support college operations

**Personal Development**

**:**

* Participate and co-operate with own Performance Review to ensure that job-related targets are met and on-going staff development is in line with Nescot’s aims.
* Carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates.
* Work within College security guidelines and follow relevant codes of practice
* Comply with the College’s Code of Conduct for employees. Follow regulations

which the College may from time-to-time issue to ensure the efficient and safe operation of its business, and the welfare and interests of its employees and students. Be responsible for the proper use of all furniture, equipment, tools, materials etc.

* Staff at Nescot are required to complete mandatory online training modules to ensure the highest standards of education and safety. This training covers (but not limited to) child protection, health and safety, first aid, fire safety, safeguarding, and data protection. Additionally, staff may be required to undertake training specific to their role. This ongoing professional development is essential for maintaining a positive and supportive environment.

**Equality and Diversity and Nescot Values**

**:**

* It is the responsibility of the post holder to promote equal opportunity and recognition of diversity and Nescot Values throughout the College.
* The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to equal opportunity and diversity and Nescot Values.

**Equality and Diversity and Nescot Values**

**Safeguarding**

**Safeguarding and PREVENT Responsibilities:**

* It is the responsibility of the postholder to commit to safeguarding and promoting the welfare of students within the College.

The postholder will undertake their duties in full accordance with the College’s policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students.

**Additional duties**

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the area.

**Health & Safety**

* Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.
* The Health and Safety Policy is available through SharePoint, your line manager or via Onboarding.
* To take responsibility for the management of health and safety within the areas managed in accordance with NEL Health and Safety Policy and the Management of Health and Safety at Work Regulations 1999 (or any superseding legislation). To work proactively with the College Health and Safety Officer to ensure a safe working environment for students and staff. Managers have a responsibility to ensure that industry/faculty specific health and safety advancements and procedures and implemented and adhered to by all users.

 **Annual Leave:**

Please note that it is expected that post holders will take their annual leave at times convenient to the department and its students, which will normally therefore be at times when students are not in college.

This job description is current as dated. In consultation with the post holder, it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

UPDATED BY: AP LS & Stu Exp Date: June 2025

UPDATED BY: HR Date: June 2025

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| **Person Specification –**  |  |  |  |
|  | **Essential**  | **How** **Identified\***  | **Desirable**  | **How** **Identified\***  |
| **Experience** | * Proven administrative experience, preferably within an educational environment
* Experience of working with databases and student information systems
* Experience of working to strict deadlines and managing multiple priorities
* Experience of liaising with internal and external stakeholders
 |  A/IA/I/TA/IA/I |   |   |
| **Skills and Abilities** | * Excellent organisational and time management skills
* Strong attention to detail and accuracy in record keeping
* Excellent written and verbal communication skills
* Ability to work sensitively and confidentially with students with additional needs
* Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
* Ability to learn new systems and processes quickly
* Strong problem-solving skills and ability to work independently
* Resilience and ability to work effectively under pressure
* An empathetic and understanding approach towards neurodivergent students
 | T   TIA/II/TA/I/T TA/I/TI | * Previous experience in examinations administration or student support services
* Knowledge of JCQ regulations and awarding body procedures
* Experience of training and coordinating support staff
* Understanding of equality legislation and reasonable adjustments
* Experience with awarding body online systems and portals
 |  AA/IA/IA/IA/I |
| **Qualifications** | * GCSE English and Mathematics at Grade C/4 or above (or equivalent)
* Willingness to undertake relevant professional development and training
 | A / I       A  | * Further education qualification in administration, business studies or related field
* Relevant professional qualifications in educational administration or student support
 | A      A  |
| **Personal Qualities**  | * Commitment to continuing professional development
* A demonstrable commitment to
* Equality & Diversity and Nescot Values
* Commitment to safeguarding, PREVENT &

promoting the welfare of students * The required health and physical capacity to carry out the relevant teaching activities, after the College has made such adjustments as may be required under the disability provisions of the Equality Act 2010
* Commitment to energy management and sustainability
 | I    I    I     I /M  |   |   |
|   |  |  |  |  |
| **KEY**  |  |  |  |  |
| **A** = Application Form  | **I** = Interview  | **O** = Observed Teaching Session  | **T** = Test  | **M** = Medical Questionnaire  |