



CLAREMONT FAN COURT SCHOOL



JOB INFORMATION

ACCESS ARRANGEMENTS COORDINATOR (PART TIME)

Closing date: 9.00am Tuesday 22 April 2025



THE SCHOOL

Welcome to Claremont Fan Court School. We are a thriving, co-educational independent day school in Surrey for pupils aged 2½ to 18. Founded in 1922, we recently celebrated our 100th anniversary as an evolving, successful school.

We are proud of Claremont Fan Court School's strong reputation for being a compassionate, child centred, truly co-educational school of choice for families seeking an academically ambitious environment that educates the whole child.

Set in 100 acres of historic grounds, Claremont is known for focussing on the academic potential of our pupils, but not at the expense of their pastoral wellbeing; for a culture that nurtures pupils' limitless potential, not just in exams but also in equipping them with the skills to shape the world around them at university, in their careers and in the wider society beyond.

We prioritise, too, an understanding of character and the way in which our relationship with others are fundamental to our successes in life, university and careers.

Where else, within a school bus ride from south west London, can children from 2 ½ to 18 balance forest schools with further maths, lacrosse with the pursuit of a medical career, learning history in a building that made history or playing rugby while designing for a fashion show.

Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont Fan Court School. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.



MISSION AND ETHOS

Mission

Our mission guides the ethos of the school and is a primary document for all who work at the school.

- To provide an environment where the God-given potential of every individual is recognised and valued. With this recognition comes the expectation of high personal achievement and moral standards and a developing awareness of our individual responsibility to each other and our world
- To maintain a broad and forward-looking curriculum in which pupils are encouraged to think independently to meet the demands of a rapidly changing world
- To encourage our pupils to awaken to all that is good and true within and around them in their spiritual journey of self-discovery
- To equip our pupils with a strong set of values for future decision making
- The following values are fundamental to everything we do: courtesy, respect, trust, moral integrity, self-discipline, love for God and man
- The School embraces the whole Claremont family: pupils, parents, guardians, staff and governors in its mission, vision and ethos

Vision

In accordance with our mission, Claremont Fan Court develops individuals who are outstanding citizens, aware of their responsibility to others and contribute positively to global society.

We realise this by being a high-quality school of choice where young people achieve more than they think is possible.

Ethos

Goodness underpins this school. Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont Fan Court School. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.

Young people leave Claremont Fan Court School as confident, contributing and caring members of the global community. They cherish the values that equip them to make a positive contribution and be a force for good in the world.



THE ROLE

We are growing our individual needs department and are looking to recruit a part time access arrangements coordinator from September 2025.

Key responsibilities

- To manage the JCQ process for access arrangements (AAs) in public exams, from organising assessments for specialist assessors through to application to the exam boards
- To oversee and coordinate the provision of AAs to eligible students, in liaison with the exams office and head of IN
- To liaise with previous schools regarding AAs ensuring that all paperwork is in place to roll forward arrangements from GCSE to A Level
- To liaise with teaching staff to gain/collate history of need and information regarding a pupil's normal way of working prior to assessment
- Keep accurate records monitoring and tracking pupil history of need, NWOW, from contact with teachers and monitoring during exams and initiate changes if necessary
- Manage and prioritise the assessment list and diarise/liaise with specialist assessors regarding pupil assessment
- To check and ensure that all JCQ paperwork is

complete and supported by necessary evidence prior to making applications for AAs to the exam boards before JCQ deadlines

- To comply with all GDPR regulations
- To ensure relevant teachers and parents are updated regarding pupil access arrangements
- To ensure pupil access arrangement files are complete in accordance with JCQ regulations and ready for JCQ inspections
- Liaise with external assessors and ensure they have appropriate and up to date qualifications
- To clarify subjects for laptop use by pupils in public exam years and for internal exams
- Work closely with the head of individual needs and the exams office regarding access arrangements and resources needed for public exams.
- To maintain valid qualifications relating to AAs in line with JCQ guidelines and undertake annual training on changes to JCQ regulations



THE PERSON

The successful candidate is likely to have the following qualifications, skills and experience:

- Experience of working within a school or educational setting, with a strong understanding of JCQ regulations relating to access arrangements or willing to undertake training
- Experience of managing access arrangements in line with JCQ guidelines and co-ordinating exam-related processes
- Strong organisational skills with the ability to prioritise a diverse workload and manage time effectively
- Excellent attention to detail and accuracy
- Experience managing sensitive and confidential information in line with GDPR guidelines
- Strong interpersonal skills and the ability to communicate with a wide range of people, including students, staff, and external professionals
- Proficiency in using Microsoft Office Suite
- Ability to work calmly under pressure and adapt to changing priorities.
- Empathetic and understanding approach towards students with special educational needs.
- Ability to work independently and as part of a team
- Proactive and flexible attitude towards work,

with a willingness to take on new challenges.

- A passion for supporting inclusive education and ensuring equal access for all students.



WORKING AT CLAREMONT

Claremont Fan Court School is set in a beautiful location and is a warm and welcoming community. Professional standards are high, and we encourage ongoing training and personal development.

The school is located just outside Esher in Surrey and is easily accessible from the A3, M3 and M25 with ample free staff parking. The nearest train station is Claygate which is a 25-minute walk, with local bus services also available.

Esher and its neighbouring towns offer easy access to both central London and the stunning Surrey countryside, offering a feeling of space whilst being only a stone's throw from London and all the facilities a capital city has to offer.

The local area has a mix of leisure activities available. Both the historic palace at Hampton Court and the beautiful gardens at RHS Wisley are nearby, as well as Sandown Racecourse. There are many arts venues (theatres, cinemas, live music) and sports clubs in the surrounding area and for cyclists there is access to some of the finest roads.

Benefits include group personal pension plan - the school makes a generous contribution with a 3%

employee contribution 5 x salary life assurance, cycle to work scheme as well as complimentary lunches and refreshments during term time.

Terms and conditions

Hours - 27.5 hours per week, can be worked over 4 or 5 days, term time only.

Salary - £27,040 full time equivalent, actual salary £15,286.93 per annum.



HOW TO APPLY

Please ensure you read the job information pack carefully, as well as the school's Recruitment, Disclosures and Selection Policy, Safeguarding Policy and Applicant Privacy Policy on our website.

Interested applicants should complete an application form, which can be found on our [website](#). You should provide a covering letter in support of your application addressed to the head, Mr William Brierly.

Please note: applications should be submitted by email to jobs@claremont.surrey.sch.uk.

Documents must either be in Microsoft Word or pdf format as we are not able to accept any other type of file.

References may be taken up at any stage during the

recruitment process.

All applications will be acknowledged by email within one working day of receipt. Please contact Human Resources on 01372 473720 should you have any questions or if you have not received an acknowledgement.

Claremont Fan Court School and its staff are committed to safeguarding the welfare of children. Successful applicants will be required to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is an offence for any person barred from working with children to apply for this post.

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www.claremontfancourt.co.uk | jobs@claremont.surrey.sch.uk
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