



Exams Access Arrangements Administrator

Employment Status: Permanent, Term Time plus 3 Weeks

Application closes: 1 December, 2025

Required From: January, 2026

Interviews: W/C 8 December, 2025



Welcome to St Dunstan's Education Group

St Dunstan's Education Group is a growing group of coeducational schools serving approximately 1500 children aged 2 – 18, based in the vibrancy and diversity of south-east London. Remaining true to the founding principle of St Dunstan's College that the school should be 'ahead of the current time', St Dunstan's today is known to offer an ambitious and forward-thinking education that trailblazes in the Sector by thinking differently about how young people are educated for an uncertain future.

St Dunstan's is a thriving educational community. St Dunstan's College was named Coeducational School of the Year in 2020, Senior School of the Year 2022 and Most Progressive School in London in 2023. In the summer of 2024, it was one of the 50 best performing independent schools in the UK for our A Level and GCSE results and was in the top 100 schools in the UK as listed in the Times Parent Power league table. In 2023 Rosemead became one of the first prep schools in the UK to receive a significant strength from the Independent Schools Inspectorate and later that year St Dunstan's College became the one of the very first schools to receive two significant strengths for its role in EEDI and the progressive nature of the curriculum. In 2024, Rosemead won the prestigious ISA award for Equality, Diversity and Inclusion.

Responding both to significant growth in market share and the political and economic headwinds within the sector, St Dunstan's is committed to a strategy of growth and diversification of income. The College has undertaken a radical development of its estate to expand its pupil roll, firstly through the acquisition of the Jubilee Ground, a 15 acre site for community and sporting activity, just minutes from the school, and then through a 30 million pound building programme, including the development of a new STEM Centre, Junior School, Sixth Form Centre and Performing Arts Hub. An ambitious and creative masterplan for the development of our site has now been finalised and will underpin the rolling programme of works planned for the next 10 years, including our ambitions to be a carbon-zero charity. The decision to evolve into a larger educational group began with the merger with Rosemead Prep School, Dulwich, in 2023, with this presenting many new opportunities for staff and pupils, and it is set to grow further in the next 12 months.

Many of the decisions that St Dunstan's has taken in recent years have been trailblazing for the Sector. St Dunstan's College was one of the first schools in the country to introduce a Centre of Wellbeing, to cater for pupil mental and physical health. We introduced a gender-neutral sporting programme, recently culminating in signing a partnership with Chelsea football club. Our Additional curriculum, of our own design, deliberately seeks to educate young people in the life skills they will require for the future – our work undertaken on toxic masculinity, pornography and race have all been widely covered by the national and educational press. Underpinning our entire educational narrative is a commitment to a renaissance education – a broad, balanced and liberal education that helps young people develop the toolkit they will require to thrive in the future.

The diversity of our south-east London location is perhaps our biggest asset, allowing us to cultivate an environment that nurtures individuality. As one of the most socio-economically and culturally diverse areas in the UK, ours is a school that actively shuns entitlement and arrogance and rather develops well-rounded, grounded young men and women who have the soft skills to thrive in tomorrow's world.

We attempt to define the St Dunstan's Difference as follows:

- Trailblazing a forward-thinking independent education since 1888
- Promoting high achievement without arrogance
- Championing individuality, diversity and equality – *albam exorna!*
- Developing values through a broad and liberal education supporting wellbeing as central to success
- Growing ambitious and imaginative partnerships
- Providing life-enriching opportunities to our local community infusing social conscience and ethical thinking

Working for St Dunstan's

We seek to be the employer of choice in the Sector, with staff wanting to work at St Dunstan's as a consequence of its clarity of purpose and vision, our unique identity and reputation, and a sincere commitment to staff development, creativity and voice, wellbeing, diversity and equality, and a culture of trust and transparency. Some of the benefits* of working for us include:

- Tuition fee remission and no registration fees
- Private Health Care Insurance (50% paid by employer) with reduced health club membership
- Health care cash plan
- Free lunch and beverages, during term time
- Free off-road parking
- Salary Sacrifice Schemes
- Season Ticket Loan
- Free winter and summer social events
- Annual flu immunisation
- Use of College leisure facilities including gym, tennis courts and pool
- Discounted School Uniform
- Workplace Nursery Scheme

*conditions apply

Our Commitment to Safeguarding Children

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers, checks relating to prohibitions, sanctions and restrictions on teaching and the Disclosure and Barring Service (DBS) with children's barred list check. The School will carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application. The safeguarding responsibilities of the post include promoting and safeguarding the welfare of children and young persons for whom they are responsible for or with whom they come into contact with. All staff are required to adhere to and ensure compliance with the School's safeguarding and child protection policies and procedures at all times and to complete appropriate training.

In the course of carrying out their duties the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's Safeguarding Lead, or in relation to concerns regarding a member of staff, the Head.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Further information and copies of the School's Code of Practice and Policy on the Recruitment of Ex-Offenders is available from the HR team.

THE ROLE

Responsible to: SENDCo, and working closely with the Examinations Officer

Purpose of the Role

To coordinate and administer all aspects of Access Arrangements for students entitled to exam support in line with JCQ, CIE and internal requirements, ensuring compliance, clarity, and care. The role also includes supporting wider exams administration and helping to ensure the smooth delivery of both internal and external assessments.

JOB DESCRIPTION

Key Responsibilities

1. Access Arrangements – External Exams (JCQ and CIE)

- Gather and compile evidence of need from teachers, parents/carers, and school records for Form 8s, Form 9s, and short notes.
- Organise assessments with external assessors and coordinate necessary arrangements.
- Communicate clearly with students and parents regarding the assessment process, access outcomes, and exam entitlements.
- Obtain and manage signed student consent for data processing.
- Apply for Access Arrangements using both JCQ's Access Arrangements Online and CIE's access platform.
- Ensure the correct application and provision of modified papers, including coloured versions.
- Maintain individual student EAA folders to inspection standard, ready for review by JCQ and CIE inspectors.
- Record and update EAA information accurately on ISAMS.
- Liaise with the SENCO, Examinations Officer, teaching staff, parents, and students to communicate EAA details and any updates.

2. Access Arrangements – Internal Exams

- Compile and maintain up-to-date records of student EAAs for all internal assessments.
- Organise rooming and invigilation for students receiving EAA support.
- Provide direct support where appropriate (e.g. scribing, reading, practical assistance).
- Ensure students and families are informed about internal exam arrangements and expectations.
- Collect feedback from students and invigilators on the effectiveness of EAAs.

3. Exams Administration Support

- Assist the SENCO and Examinations Officer with the planning and delivery of both internal and external exam series.
- Enter student exam entries and arrangements onto the MIS and awarding body platforms.
- Help coordinate exam timetables and rooming schedules.
- Prepare exam materials, seating plans, and invigilator instructions.
- Assist in scheduling invigilators and supporting staff, including for students with EAAs.
- Help maintain records for general qualifications.
- Support with other administrative tasks related to exams and data as required.
- Act as a deputy for the Examinations Officer when necessary.





PERSON SPECIFICATION

THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:	ESSENTIAL	DESIRABLE
Qualifications		
A Levels or equivalent	X	
Higher education or training in SEND provision or administrative work		X
Experience		
Administrative experience in a school or similar	X	
Experience managing confidential records	X	
Prior involvement with JCQ/CIE access processes		X
Familiarity with exam invigilation		X
Knowledge and Skills		
Strong communication with a range of stakeholders	X	
Excellent organisation and time management	X	
Proficiency in Microsoft Office & Excel	X	

PERSON SPECIFICATION

Familiarity with ISAMS or similar MIS		X
Knowledge of JCQ and CIE regulations for EAAs		X
Understanding of the SEND Code of Practice		X
Personal Qualities		
Methodical, detail-focused and approachable	X	
Able to work independently and collaboratively	X	
Flexible to support during key assessment periods	X	
Calm under pressure		X
Positive and solutions-focused attitude		X



The Package

Salary: S2 £23,984 - £27,171 (FTE £28,089 - £31,822)
as per September 2025 pay scale

Hours: 37.5 per week, Monday to Friday

Pension: ISPS (DC)*



