

## PERSON SPECIFICATION



<b>JOB TITLE</b>	Exams Access Arrangements Co-Ordinator
<b>DEPARTMENT/SECTION</b>	Learning Support
<b>SAFEGUARDING:</b> <i>Forest School is committed to safeguarding and promoting the welfare of children.</i>  The postholder will be required to; <ul style="list-style-type: none"> <li>• Complete an Enhanced Disclosure and Barring Check (DBS).</li> <li>• Complete Child Protection Training.</li> <li>• Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.</li> </ul>	

CRITERIA	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS:</b>		
<ul style="list-style-type: none"> <li>• Level 7 - SpLD Assessors Qualification or equivalent Exam Access Arrangements qualification</li> <li>• Level 5 – Teaching of pupils with SpLD</li> <li>• Graduate Degree</li> </ul>	✓  ✓  ✓	
<b>EXPERIENCE:</b>		
<ul style="list-style-type: none"> <li>• Experience in assessing students for exam access arrangements for GCSEs and A levels</li> <li>• Strong understanding of JCQ and Cambridge regulations</li> <li>• Able to effectively communicate exam arrangements to parents/carers/ staff and pupils</li> <li>• Experience of working within a school or educational setting</li> <li>• Experience of organising and running the EHCNA and EHCP process including Annual reviews and providing the necessary documentation to the LA</li> </ul>	✓  ✓ ✓  ✓	✓
<b>SKILLS AND ATTRIBUTES:</b>		
<ul style="list-style-type: none"> <li>• Ability to work actively with parents and outside agencies</li> <li>• Excellent written and oral communication skills</li> <li>• High level ICT skills (Excel, Teams, Word)</li> <li>• A capacity for hard work and an ability to work under pressure</li> <li>• Strong organisational skills with the ability to prioritise a diverse workload and manage time effectively</li> <li>• Excellent attention to detail and accuracy</li> <li>• Proficiency in using Microsoft Office Suite</li> <li>• Ability to work calmly under pressure and adapt to changing priorities.</li> </ul>	✓ ✓ ✓  ✓  ✓ ✓ ✓ ✓	
<b>PERSONAL ATTRIBUTES:</b>		
<ul style="list-style-type: none"> <li>• Excellent interpersonal skills</li> </ul>	✓ ✓	

*Forest School is committed to safeguarding and promoting the welfare of children.  
Appointment to this position requires an enhanced DBS disclosure*

<ul style="list-style-type: none"> <li>• Excellent organisational, prioritisation and time management skills</li> <li>• Self-motivated and able to use own initiative</li> <li>• Vision and values aligned with the School high aspirations and high expectations for children, staff and families</li> <li>• Resilience and motivation to support the School through day-to-day challenges while maintaining positivity and professionalism</li> <li>• Demonstrate personal and professional integrity, including modelling values and vision</li> </ul>	√ √ √ √	
---	------------------	--