

Become part of a great team



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CLICK HERE TO
APPLY

Access Arrangements Coordinator

3 days and 21 hours/week & 38.2 weeks/year

Scale 4, Point 7 to 10 - Prorata £14,400 to £15,029 (FTE : £30,288 to £31,611)

Haydon is a large, friendly and creative school in North West London. We have been judged as good by OFSTED.

The Role:

We have an exciting opportunity for you to work with our dynamic, highly motivated staff, enthusiastic students, supportive parents and Governing Body.

- To coordinate, administer and monitor all examination access arrangements within the school in accordance with Joint Council for Qualifications (JCQ) regulations and awarding body requirements.
- To work closely with the SENCo, Examinations Officer, teaching staff, parents/carers and external professionals to ensure that eligible students receive appropriate access arrangements and reasonable adjustments.
- To maintain accurate records and evidence required to support applications for access arrangements and ensure compliance with statutory and regulatory requirements.
- To support students in accessing examinations fairly and equitably by ensuring arrangements are identified, processed, implemented and reviewed effectively.

About you:

At Haydon School, we really value people who work well in a team, are self-starters, enthusiastic and have a can do attitude.

Requirements:

- GCSEs (or equivalent) including at least Grade 4 (previously Grade C) in English and Maths.
- Proficiency in standard office software, including Microsoft Office (Word, Excel, Outlook) and/or Google Workspace (Docs, Sheets, Drive).
- Ability to use or willingness to learn school information management systems (e.g., Bromcom) for SEND record-keeping and data management.

How to apply:

Please click on 'Click Here To Apply' button for our application form. The application end date is Friday, 10 July 2026 at 03.00 p.m.

Please complete an application form and cover letter should be sent to: hr@haydonschool.com. CVs will not be accepted. We reserve the right to interview on application. If you would like to discuss the post or require further information, please contact the Deputy Headteacher, Mr Kidd, skidd5@haydonschool.com

Achieving individual excellence
in a caring community