



**CHURCHER'S  
COLLEGE**

## Access Arrangements Coordinator

Full Time, Term-time only

### The School

Churcher's College is an Independent coeducational day school offering Nursery, Junior, Senior and Sixth Form education. With 1055 pupils in the Senior School and 285 pupils in the Junior School (excluding the Nursery) of approximately equal numbers of boys and girls, Churcher's College enjoys recognition as one of the most accomplished independent, coeducational day schools in the country

The school is hosted on two campus sites in Hampshire enabling the Junior School and Nursery pupils to flourish in their own beautiful grounds in Liphook, whilst maintaining close links to the Senior School and Sixth Form located in nearby Petersfield. Both sites offer on-site playing fields and unrivalled facilities, providing the comfort and opportunities of an open, healthy environment.

As the Access Arrangements Coordinator, you will work alongside the Director of Learning Support and Strategies, and the wider department, to ensure that key admin is provided to support pupil referrals and exam access arrangements.

Churcher's College offers the widest range of experiences and the opportunity to be the best. The school has received independent acknowledgement for its academic success, creative arts, performing arts, adventurous activities and sporting achievements. Churcher's is an inclusive school where parents, children, staff and friends all contribute to the rich and broad education provided. We aim to nurture children into educated, informed, socially responsible and respectful citizens ready to succeed in life.

### The Role

We are looking for an enthusiastic individual to join our Curriculum Support Team. The successful candidate will be responsible for managing and coordinating access arrangements in accordance with JCQ regulations, ensuring that every pupil receives the appropriate support and that all guidelines are fully met.

This process involves coordinating assessments, working closely with specialist assessors, and ensuring that all required documentation and evidence are in place for submission to the exam boards.

### Main Duties

- Coordinate the identification and assessment of students who may require access arrangements.
- Ensure all access arrangements are processed and approved in accordance with JCQ regulations.
- Maintain accurate records and documentation to support access arrangement applications and inspections.
- To liaise with previous schools regarding Access Arrangements, ensuring that all paperwork is in place for continuity of support.
- Work closely with the Head of Curriculum Support, Exams Officer, teachers, and external specialists to gather evidence for applications.
- Assess students where appropriate to determine eligibility for specific arrangements.
- Submit and manage applications through the relevant examination

systems (e.g., JCQ Access Arrangements Online).

- Communicate access arrangements clearly with teaching staff and examination staff.
- Keep up to date with changes to JCQ regulations and ensure school procedures remain compliant.
- Support exam invigilators and staff in understanding and implementing access arrangements.

### Skills, Experience & Qualities

We are seeking an individual with a genuine passion for supporting students with additional needs and a strong interest in access arrangements and SEND. The successful candidate should also:

- Be a team player - working closely & collaboratively with the Curriculum Support Department
- Have an affinity with SEND
- Possess strong IT skills with the ability to quickly learn and adapt to new software and systems.
- Be a proactive learner with developed problem solving skills
- Able to prioritise, flexible enough to re-prioritise on the fly, able to juggle multiple work streams and a busy schedule of conflicting tasks
- Able to write professionally-worded, accurate short reports for an educational & SEND context - templates are provided
- Be adaptable & flexible - for day to day changes, managing long-term, short-term and immediate-term deadlines
- Calm under pressure
- Strong interpersonal and





communication skills - written and verbal

- Strong sense of integrity, discretion and confidentiality as working with sensitive SEND data and people
- Commitment to equal opportunities
- Knowledge of JCQ regulations and examination access arrangements (desirable).
- Experience working in an educational setting.
- Excellent attention to detail and ability to maintain accurate records.
- Ability to work collaboratively with staff, students, and parents.

all staff to share this commitment.

Churcher's College aims to be a fair employer and is committed to equal opportunities. Churcher's College does not discriminate against employees on the basis of gender, ethnic origin, religion or religious belief, disability or age. We embrace inclusion and fairness in the workplace: diversity is to be celebrated and as such we strive towards a fully immersive culture of inclusion, diversity and equality.

To Apply: Please complete the application form (available from the website) and send with CV and letter of application to Claire Buckton, HR Manager, Churcher's College, Ramshill, Petersfield, Hampshire GU31 4AS, or by email to [recruitment@churcherscollege.com](mailto:recruitment@churcherscollege.com).

**Start date: 1 September 2026**

**Closing date: 9.00am Monday 27 April 2026 (early applications welcome).**

**Interviews will be held week commencing 4 May 2026.**

## Employment Terms

Location: Churcher's College Senior School, Ramshill, Petersfield GU31 4AS  
Responsible to: Head of Curriculum Support

Pay: Competitive Salary depending on experience.

The children of staff are eligible for a fee remission subject to satisfying the usual entry requirements.

Vetting/recruitment: As a consequence of the Children Act 2006 and KCSIE 2025, all staff appointed to positions at Churcher's College must undergo a check with the Disclosure & Barring Service. A copy of the School's Recruitment, Selection and Disclosure Policy and Procedure is available on the website. Two written references will be required and any gaps in employment records will be investigated. It is also necessary for all staff to notify the school before the appointment of any convictions, or other factors which may be relevant to their employment in a school environment. The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children. Churcher's College is committed to safeguarding and promoting the welfare of children and young people and expects

