

JOB DESCRIPTION

POST TITLE	:	Exam Access Arrangements (EAA) Coordinator
SALARY	:	Up to 31,266
RESPONSIBLE TO	:	Additional Learning Support Manager
CLOSING DATE	:	Tuesday 21 July 2026
INTERVIEW DATE	:	Wednesday 29 July 2026

Main Purpose of the Post

To coordinate and manage the College's Exams Access Arrangements (EAA) processes, ensuring that learners with identified needs receive appropriate examination access arrangements in accordance with Joint Council for Qualifications (JCQ) regulations and awarding body requirements.

The post holder will work collaboratively with curriculum staff, tutors, Learning Support staff, Examinations Team, and external exam boards to ensure that access arrangements are identified, evidenced, implemented and reviewed effectively. They will establish and maintain robust systems to support compliance, learner achievement and an inclusive examination experience.

Responsibilities

- 1 To coordinate and manage the identification, assessment and implementation of Exams Access Arrangements across the College.
- 2 To organise and schedule access arrangements appointments for tutors, learners and specialist assessors.
- 3 To liaise with curriculum teams and tutors to ensure learners requiring access arrangements are identified at the earliest opportunity.
- 4 To work closely with the Examinations Team to ensure approved access arrangements are implemented accurately for all internal and external assessments.
- 5 To establish and maintain effective tracking systems for access arrangement referrals, assessments, approvals and reviews.
- 6 To maintain accurate learner records and ensure all evidence is compliant with JCQ regulations and awarding body requirements.
- 7 To coordinate the gathering of evidence required to support applications for access arrangements.

- 8 To ensure all deadlines relating to access arrangement applications are met.
- 9 To support the completion and submission of access arrangement applications through relevant examination systems.
- 10 To monitor the implementation of access arrangements and ensure learners are receiving their normal way of working within the classroom and assessment environment.
- 11 To provide guidance and support to tutors and curriculum staff regarding access arrangement processes and requirements.
- 12 To monitor and report on learner outcomes, achievement and examination success rates relating to students with access arrangements.
- 13 To support quality assurance activities relating to access arrangements and examination compliance.
- 14 To assure full compliance within the Division and more broadly across the College with key policies, notably the Student Code of Conduct, Single Equality, Health and Safety and Safeguarding.
- 15 To commit to continuous professional development to maintain high professional standards and subject specialisms.
- 16 Undertake any other duties appropriate to this role.
- 17 To undertake invigilation duties from time to time.
- 18 To carry out such other duties as the Principal may reasonably request.

This job description gives an accurate outline of the duties of the post at the time it is drawn up. It is not exhaustive and other related duties may be necessary from time to time. It should be read in conjunction with other documents and will be updated annually through the College appraisal process in consultation with you.

The College as an employer is fully committed to supporting you in effective performance of all aspects of the job description.

Hours

Core hours are between 8.30 – 5.00 pm every day and teams are expected to work flexibly in regards to their start and end times, subject to the needs of the learners and the wider team, and hours can fall outside of the core hours detailed above.

PERSON SPECIFICATION

POST: Exam Access Arrangements (EAA) Coordinator

DIVISION: Additional Learning Support

<u>QUALIFICATIONS</u>		Essential (E) Desirable (D)	To be identified by:
1	Good general education including 4 GCSE's or equivalent to at least Grade C/4 including English and maths	E	Application form
2	Qualification relating to SEND	D	Application form Interview
3	Qualification or training relevant to access arrangement assessments	D	Application form Interview
<u>KNOWLEDGE</u>			
1	High level of skills with Microsoft Office Applications	E	Application form/ Interview
2	Knowledge of EAA process	E	Application form/ Interview
3	Knowledge of Joint Council for Qualifications (JCQ) regulations	E	Application form/ Interview
4	Excellent organisation and planning skills	E	Application form/ Interview
5	Knowledge of record keeping, compliance and audit requirements	E	Application form/ Interview
6	Awareness of Safeguarding legislation	E	Application form/ Interview
7	Knowledge of examination management systems	D	Application form/ Interview
8	Understanding of quality assurance processes	D	Application form/ Interview

EXPERIENCE

1	Experience of coordinating administrative processes Interview	E	Application form/
2	Experience of maintain accurate learner records and documentation	E	Application form/ Interview
3	Experience of organising appointments, meetings and schedules	E	Application form/ Interview
4	Experience of working effectively with multiple stakeholders	E	Application form/ Interview

PERSONAL

1	Excellent communication and administrative skills	E	Interview
2	Willing to enhance IT skills in accordance with the requirements of the College	E	Interview
3	Commitment to ongoing professional development	E	Interview
4	Enthusiasm for the role of further education in building futures and changing lives	E	Interview
5	Commitment to College's Single Equality Policy	E	Interview

STANDARD COLLEGE REQUIREMENTS

1	Commitment to the delivery of excellent support services to our students	E	Interview
3	The College is committed to safeguarding and expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
4	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/ Occupational Health Assessment



**Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*