

Dedicated **SEND Administrator** (Access Arrangements) The Downs School, West Berkshire



THE DOWNS SCHOOL
& SIXTH FORM

Closing date: 10 November 2025, 8am
Proposed Start Date: November 2025
Salary: West Berkshire Council Salary Band D – FTE £25,583 - £27,254 (to be pro-rated accordingly for term-time and hours worked)
Contract type: Permanent (Term time only). 18 Hours per week (days to be discussed at interview) plus 1 Inset Day in September

We are seeking a highly organised, empathetic, and efficient **SEND Administrator** to join our supportive team at The Downs School. This key role supports the SENDCO and Learning Support Department, with a particular focus on coordinating **Access Arrangements** for internal and public examinations.

You will ensure that testing and support arrangements are planned, communicated, and implemented smoothly, while also playing a vital part in maintaining accurate records, liaising with staff, students, families, and external professionals

About the Role: As a successful candidate, you will:

- provide high-quality administrative support to the SENDCO and Learning Support Department
- organise and coordinate the access arrangements testing process
- plan and support the implementation of access arrangements during exams
- liaise with staff, parents, and external agencies to ensure effective communication and coordination
- attend and minute key meetings with families and professionals
- maintain accurate records of students' needs and ensure this information is shared appropriately
- help maintain a positive and inclusive environment within the Learning Support area
- have a professional attitude that is open to innovative ways of working
- be flexible and adaptable when faced with challenges
- be committed to working in partnership with the team and other staff

In return, you'll enjoy:

- **Caring Environment:** Our positive ethos prioritises staff well-being and recognition.
- **Empowerment:** Work alongside ambitious, dedicated colleagues who are committed to developing the whole child.
- **Exceptional Students:** Engage with children who love being at school, exhibit exceptional behaviour and have a strong attitude towards their learning.
- **Professional Environment:** Join a stimulating and collaborative workplace in a school Ofsted labelled as 'exceptional' in October 2024
- **Professional Growth:** Access extraordinary professional development and support to enhance your teaching skills.
- **Flexible Work Options:** We value work balance through the availability of flexible working, our 'Time for you Tuesdays', commuted INSETs and Employee Assistance Programme

About Us - The Downs School and Sixth Form is a successful, oversubscribed, and highly regarded secondary school located in the beautiful Downs area of West Berkshire. Praised in our recent Ofsted for the exceptional behaviour of our students, we are ranked in the top 5% of schools nationally for Progress 8, reflecting our commitment to high-quality teaching, learning, and student outcomes.

Application Details - We encourage early applications, as we reserve the right to close this vacancy if sufficient applications are received. We welcome pre-arranged visits to the school. Please apply via TES and for more information, please contact recruitment@thedownsschool.org.

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