

Exams Officer & EHCP Co-ordinator
Full time 37 hours a week, term time only
£29,518 pro rata (Scale 6)

We are seeking a highly organised and proactive Examinations and EHCP Administrator to support the effective administration of external examinations, admissions, EHCP processes, and pupil records.

Key responsibilities include supporting the Head of Data and Exams with JCQ-compliant examinations administration, organising admissions meetings, maintaining accurate pupil records on Arbor, monitoring EHCP documentation, coordinating pupil transfers, managing leavers' records, and issuing exclusion and Fixed-Term Exclusion (FTE) letters as directed.

The successful candidate will have excellent administrative skills, strong attention to detail, experience managing confidential information, and the ability to work effectively with staff, parents, Local Authorities, and external agencies. Experience with Arbor, examinations administration, or SEND processes is desirable.

This is an excellent opportunity to join a dedicated team and make a positive impact on pupil outcomes and school operations.

You must:

- Meet the person specification
- Be able to meet key accountabilities set out in Job Description
- Be able to use ICT effectively
- Have good organisational skills
- Have good communication skills

What we offer

- Free on-site parking
- Private contributory healthcare scheme
- Cycle to work scheme & IT equipment scheme (salary sacrifice)
- On-site café
- Generous pension and life assurance schemes
- Contractual Sick Pay
- Eye care and free flu vaccination voucher
- Staff awards and gift card nominations
- Gym, food, entertainment, shopping and holiday discounts
- Family-friendly policies
- Diversity and inclusion & staff wellbeing groups
- Christmas party and social events

- Free confidential mental health and wellbeing coaching and counselling services
- Continuous professional development and sponsorship for professional qualifications, apprenticeships and free training – opportunities for growth

Who we are

Part of the Ascendancy Partnership Trust family of schools, Manor Green School is a large and highly successful special school educating some c300 students aged 2-19, who, due to their complex needs, require significant specialist support to succeed academically and achieve their full potential.

The school's mission statement is to be the Centre of Excellence for students with special educational needs.

We are already a good school and now we wish to be the best!

Come and join our amazing team.

Closing Date: 24 June 2026 midday

How to Apply:

Please download a job application pack from the school website or contact: careers@manorgreenschool.co.uk Please email your completed form to this address.

We welcome applications from all sections of the community.

The Ascendancy Partnership Trust is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening and safer recruitment checks appropriate to the post, including checks with past employers and the DBS. This position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Applicants must be eligible to work in the UK.



Ascendancy Partnership Trust is a multi-academy trust with deep community roots across the Berkshire area, composed of a family of SEN schools all specialising in learning difficulties.

Stronger and Better Together

