

At OFG we believe in creating a better work life balance.

Job Title: SENCo/ Exams Assistant

Location: Options Trent Acres School

Hours: 40hours per week | Monday to Friday | 8.00am - 4pm

Salary: £25,000 per annum (*not pro rata*)

Contract: Permanent | Term Time Only

Start: November 2026

UK applicants only – no sponsorship available

About the Role

Organisation That Makes a Difference. Support That Helps Every Student Move Forward. Behind every successful SEND provision is someone making sure the right people, information and support come together at the right time.

At Options Trent Acres School, we're looking for an organised, compassionate and proactive SENCo and Exams Assistant to work closely with our SENCo, Exams Officer and wider education team.

This is a varied role where strong administration meets meaningful student and family support. You'll play an important part in coordinating EHCP Annual Reviews and PEPs, maintaining accurate SEND documentation, communicating with families and Local Authorities and ensuring important information is shared within statutory timescales. Alongside this there will also be the need to work closely with the Exams Officer during exam season to make sure that everything runs smoothly and all documentation is in place.

What You'll Be Doing

Working closely with the SENCo, Exams Officer and wider school team, you'll help ensure SEND and Exams support is organised, compliant and centred around the needs of our students.

- Coordinate EHCP Annual Reviews, ensuring meetings and documentation are completed within statutory timescales
- Organise PEP meetings throughout the academic year alongside the Education Administrator and SENCo
- Prepare, distribute and securely maintain SEND and Exams documentation in line with GDPR requirements
- Build positive relationships with families, Local Authorities and external professionals to ensure joined up support

- Keep accurate records and follow up actions to ensure SEND and Exams processes run smoothly

Who We're Looking For

We're looking for someone who combines excellent organisation with a genuine commitment to supporting students and families.

You'll be someone who:

- Is highly organised and comfortable coordinating meetings, documentation and deadlines
- Can manage sensitive and confidential information accurately and professionally
- Communicates confidently with families, colleagues and external professionals
- Can build positive working relationships with a range of agencies and stakeholders
- Understands the importance of accurate record keeping and meeting statutory timescales
- Can manage competing priorities while maintaining strong attention to detail
- Is committed to safeguarding and promoting the wellbeing of every student
- Have a full UK Driving Licence

Knowledge or experience of EHCPs, PEPs, SEND processes, Exams or education administration would be particularly valuable for this position.

About Us

Options Trent Acres School is an independent specialist school in rural Staffordshire for students with autism, trauma, attachment, anxiety, and other complex needs.

We provide a nurturing, safe, and structured environment where we strive to make sure students feel valued and experience a sense of belonging. Small groups, with high staff ratios, and child centred programmes support social, emotional, and academic development that help our students grow in to well-adjusted members of the wider world.

Integrated clinical care and strong family partnerships empower every student to build confidence, independence, and the skills to thrive in life.

For over 19 years, Options Autism has provided specialist care and education for children, young people, and adults with autism, complex needs, and learning

difficulties. As part of Outcomes First Group, we are pioneering innovative, evidence-based approaches that deliver meaningful, measurable outcomes for everyone in our care.

We are really proud to say that in 2025 Outcomes First Group were officially certified as a 'Great Place to Work' for the sixth year running.

Why Join Us?

We place students and vulnerable young adults at the heart of everything we do, so every day brings the satisfaction of making a real difference. We are committed to the safeguarding and promoting the welfare of students and young people. All applicants will be subject to social media checks and successful applicants to a fully enhanced DBS.

- Life Assurance
- Pension scheme with options to increase contributions
- “Your Wellbeing Matters” – mental health support and physical health checks
- Flexible Benefits Platform (Vista), including:
 - Health, wellbeing and insurance benefits
 - Hundreds of UK and international discounts
 - Cycle to Work Scheme & Electric Car Purchase Scheme
 - Critical illness cover
 - Family Growth Support, including enhanced maternity/paternity leave and paid fertility treatment support

We reserve the right to close the vacancy early if we receive a high volume of suitable applications.

Outcomes First Group is committed to carrying out a fair, thorough and efficient recruitment process in line with Keeping Children Safe in Education. Whilst we aim to keep applicants informed throughout, Outcomes First Group does not accept liability for any loss of earnings or other associated costs incurred by applicants as a result of delays or changes in the compliance process. All stages of the compliance process are subject to necessary safeguarding checks and compliance with statutory requirements, which may affect timescales.