



EHCP Coordinator

25 to 32 hours per week, 39 weeks per year
Grade D (FTE salary £27,780 to 30,564 per annum) – salary will be calculated pro rata
for hours and weeks worked
Starting May 2026, Fixed term initially to 31 March 2027

An opportunity has arisen for an exceptional person to join the SEN team as an EHCP Coordinator, playing a crucial part in supporting the smooth and efficient operation of the SEN department. The EHCP Coordinator will work closely with the Senior Leadership Team to prioritise a nurturing and inclusive environment for all students.

You will need to be a methodical and highly organised with excellent time management skills, who is able to work well under pressure. Candidates will be expected to demonstrate a high level of competency in IT and be a strong communicator with experience of working in an administrative environment with knowledge of the EHCP process and SEN in schools.

Responsibilities will include:

- Coordination of the annual review process for all students with an EHCP
- Liaise with the Bursar to ensure all provisions are funded adequately
- Prepare EHCP consultations for the SENCO and Assistant SENCO
- Gather information from staff, outside agencies, parents and other stakeholders to ensure all information is included in the EHCP process
- Play a key part in the transition of students when moving between different phases of education
- To provide a comprehensive administrative service to the SENCO and Assistant SENCO ensuring they are kept up to date with all matters and prepared for meetings they are required to attend.

Closing date for applications: 23 March 2026

Early applications are encouraged, and we reserve the right to interview and appoint prior to this deadline.

To apply for this position, please download a support staff application form and details from www.pcs.hants.sch.uk/employment.php, then email your completed application to recruitment@pcs.hants.sch.uk. We look forward to hearing from you.

Park Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Enhanced DBS check along with other relevant employment checks.

In promoting equal opportunities, the school welcomes applications from all sections of the community.