

The **GALLERY TRUST**

A community of special schools



**Administration Officer
Iffley Academy
Candidate Information Pack
May 2023**

Thank you for your interest in the post of Administration Officer at Iffley Academy.

Iffley Academy is a very successful academy and has grown in recent years with a current number on roll of 183 students. The Academy has a long and proud history, with a school on the current site in Iffley since the 1960s. Judged as Outstanding in 2015 and 2019, the Academy meets the needs of students with a range of SEND, including Cognition and Learning Needs, Autistic Spectrum Disorder and Social, Emotional and Mental Health Needs. Our learning community is based on respectful relationships with students, created through understanding of their special educational needs, commitment to restorative approaches, and by providing outstanding teaching and pastoral care. This is a warm and caring community, dedicated to equipping students with the skills and knowledge they need to live independent lives within their chosen communities.

Iffley Academy is a member of The Gallery Trust, an expanding Special Needs Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The Trust has a national reputation for excellence and is influential in the development of SEND strategy in the county. With six academies currently in the Trust, our aim is to build a community of eight to ten special schools over the next five years.

Please visit our website to find out more about Iffley Academy. If you would like to visit the school to find out more about this exceptional opportunity before you submit your application, you will be most welcome. Our staff and students will be delighted to meet you!

Thank you again for your interest and we look forward to hearing from you.



Tom Procter-Legg
Head Teacher

Administration Officer

Grade 9: £30,151 to £32,909 pro rata per annum

Actual salary: £26,469 to £28,890

37 hours a week (part-time working hours/patterns will be considered)

Term time + INSET days (39 weeks a year)

About the Academy

Part of The Gallery Trust, an expanding Special Needs Multi Academy Trust that's dedicated to improving outcomes for SEND learners in Oxfordshire, Iffley Academy is well-established and has a very strong reputation and long and proud history. Judged as Outstanding by Ofsted in 2015 and 2019, we are a warm and welcoming community with a passion for meeting the needs of students with a range of SEND and equipping them with the skills and knowledge they need to live independent lives. Why not come and join our vibrant and thriving Academy in our brand-new school buildings?

About the role

We are seeking to recruit an experienced, enthusiastic and motivated Administration Officer to join our thriving and vibrant Special Needs academy. The successful candidate will be a well-organised and competent individual, who is capable of achieving quality outcomes while dealing with competing demands. You will have excellent administration, organisation and IT skills, and you will enjoy working on projects within a busy and friendly team. You will have a supportive and positive approach with a 'can-do' attitude, and be able to work well as part of a team but also manage and prioritise a busy and varied workload.

Flexibility and versatility are core requirements of this role and you will be willing to commit wholeheartedly to our school community which is made up of supportive and dedicated staff, and students who have a range of Special Educational Needs.

The rewards

As well as an attractive salary and excellent opportunity to further develop, you'll benefit from a comprehensive induction, full training, a Local Government pension scheme, term-time working (with flexible working options and an early finish on Fridays), a free work experience café, a small on-site gym, staff parking and free tea and coffee.

What happens next?

We would be happy to invite you to visit the school. Please contact Ellie Danby on 01865 747606 or recruitment@iffleyacademy.co.uk to arrange a time and date. Alternatively, if you would like to apply immediately, please email your application form to: recruitment@iffleyacademy.co.uk You can download an application form and job pack from our website: <http://iffleyacademy.co.uk/vacancies/current-vacancies/>

Closing date: 12noon Friday 2nd June 2023

Iffley Academy is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. The successful candidate will be subject to an Enhanced DBS check, Occupational Health check and a probationary period of 6 months. The Iffley Academy is an equal opportunities employer and we welcome applications from a range of ethnic backgrounds to represent diversity in line with our school community.

The GALLERY TRUST

A community of special schools

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The aim of the Trust is to provide outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire.

The schools in the Trust are:

- Bardwell School, Bicester
- Bloxham Grove Academy, Bloxham, to open in 2022
- A Free Special School in South Oxfordshire, opening date to be confirmed
- Iffley Academy, Oxford
- Mabel Prichard School, Oxford
- Northern House Academy, Oxford
- Orion Academy, Oxford
- Springfield School, Witney
- The Grove@Longford Park, Banbury (satellite provision of Orion Academy)
- The Gallery@Longford Park, Banbury (resource base for mainstream students)

The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies. All member academies have the opportunity to share SEND expertise and to work with peers who share common aims and goals.

The Trust is committed to investment in learning, developing system leadership, working in partnership and through a shared vision, enabling all students to reach their full potential.



Iffley Academy is a community special academy for children and young people up to the age of 18 with complex special educational needs and disabilities. All of our students are individuals and we pride ourselves on taking a personalised approach.

Students have Education, Health and Care Plans with a range of needs but primarily we work with students with Moderate Cognition and Learning Difficulties, Autistic Spectrum Disorder and/or Social, Emotional and Mental Health difficulties,

The Academy was judged to be Outstanding at its most recent Ofsted inspection in February 2019, designated as a teaching school in 2018 and is part of an aspirational Multi Academy Trust – The Gallery Trust, a community of special schools, dedicated to providing outstanding education and support for young people with special needs and disabilities, enabled through: Commitment to special education; Opportunities for all to learn; Genuine respect and value.

Students work in class groups where teachers differentiate learning for all students ensuring lessons are inclusive for all.

The school has developed a comprehensive and broad curriculum, which can be found on the school's website. This curriculum, which is underpinned by detailed assessment processes, guides the learning for all students. The school has excellent links with community partners including Oxford University Gardens Libraries and Museums. Further details of this partnership can be seen here

<https://www.glam.ox.ac.uk/iffley-academy-partnership>

We understand that students are able to give their best when their needs are met, when they feel safe and when they understand their relationships with others. When a student starts at our academy every effort is made to ensure that they maximise their progress, enjoy coming to school, make new friends and feel safe. They become part of our community but most importantly their family also becomes part of our community.

JOB DESCRIPTION

Administration Officer Reporting to: Administration Manager

Introduction

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

The performance of all duties and responsibilities shown below will be under the reasonable direction of the Head Teacher. The Head will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's grievance procedure will be used to resolve any disagreement arising out of the job description.

Organisation

- Provide administrative and confidential support to colleagues and manage complex administrative procedures and processes.
- Take a role in planning, development, design, organisation and monitoring of support systems/procedures/policies.
- Take on specific tasks and initiatives in order to meet the needs of the Academy.
- Responsibility for operational areas of the academy
- Cover for, deputise and support other members of the office team, including Receptionist
- Provide PA and secretarial support
- Support student wellbeing
- Undertake finance tasks

Administration

- Deal with incoming, and making, telephone calls
- Produce and respond to a variety of complex correspondence.
- Undertake word processing and other complex IT based tasks, such as correspondence, reports, newsletters, spreadsheets, bespoke IT packages
- Undertake financial processing and finance tasks
- Administration of exams processes including registering students for exams, assigning learner numbers, submitting papers and coursework, logging and claiming certificates, issue and track exam papers.
- Take minutes at meetings
- Undertake complex arrangements e.g. in support of recruitment and selection, induction, school trips, student transition etc
- Organise school events, e.g. assemblies, school photography, Christmas celebrations
- Organise communications and newsletters
- Provide refreshments for meetings and visitors.
- Be responsible for the design and effective operation of administrative procedures.
- Take a role in the development and maintenance of record/information systems
- Provide detailed analysis and evaluation of data and produce detailed reports/information as required

- Complete and submit complex forms, returns, including those to outside agencies
- Liaise with a range of internal and external stakeholders including students, staff, parents/carers, professionals, agencies, Governors etc
- Undertake specific areas of work which may change and evolve
- Use specialist software for a range of tasks e.g., RM Integris, Parentmail, SeeSaw, ApprovalMax

Resources

- Be responsible for the selection and management of resources
- Undertake research and obtain information to inform decisions
- Take a role in procurement and purchasing, following best practise guidance
- Operate a range of equipment/ICT packages: Word, Excel, finance software, data software etc
- Interpret matters of policy/procedure/ statute to ensure the school's compliance and initiate appropriate action arising

Standards and quality assurance

- Support the aims and ethos of the academy
- Attend team and staff meetings
- Be proactive in matters relating to health and safety
- Participate positively in training and professional development
- Take part in support staff appraisal

General Responsibilities

- Taking appropriate responsibility for one's own health, safety and welfare and the health, safety and welfare of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising any concerns with an appropriate manager and for reporting accidents and incidents appropriately
- To carry out other duties as may be reasonably assigned by line manager
- Be aware of and support difference and ensure equal opportunities for all
- Be aware of and comply with the Trust's policies and procedures,
- The jobholder is expected to observe their obligations in accordance with the Trust's Safeguarding Policy, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person.
- The jobholder is expected to comply with the provisions of the General Data Protection Regulation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority without observing the correct procedure for disclosure as set out in the Trust's GDPR Policy.

SELECTION CRITERIA

Administration Officer

Essential	Desirable
Knowledge and qualifications	
<ul style="list-style-type: none"> • Level 2 (GCSE or equivalent) in mathematics and English • Knowledge of software packages and applications including Microsoft Word Excel, internet, email • Willingness to undertake training in other software packages 	<ul style="list-style-type: none"> • First aid trained • Specialist software e.g., RM Integris, Parentmail
Experience	
<ul style="list-style-type: none"> • Previous experience in an Administration role • Working in a team and on own initiative and able to prioritise workload • Monitoring and managing resources, materials or equipment • Providing administrative and organisational support to colleagues • An understanding of key principles required to deliver effective administration support • Experience of working within policies • Procurement of resources • Developing effective working relationships with a range of stakeholders • Highly competent in use of Microsoft Office 	<ul style="list-style-type: none"> • Previous experience in an Administration role in an educational environment • Working with pupils with special needs
Abilities, Skills and Competences	
<ul style="list-style-type: none"> • Excellent interpersonal and communication skills • Excellent written abilities • Willingness to undertake First Aid training and to support the medical and first aid needs of pupils. • Approachable, tolerant, and conscientious with problem-solving abilities. • Able to cope with interruptions and remain calm under pressure. • Able to work to tight deadlines, handling a demanding workload and prioritising appropriately • Able to work effectively with minimum supervision • Willingness to take on new tasks as the role evolves • Able to work collaboratively and constructively in a team • Work effectively with internal and external stakeholders, developing and maintaining successful working relationships • Organised approach to administrative tasks and 	

record keeping	
Other	
<ul style="list-style-type: none"> • Service-focused attitude: the desire to achieve and maintain quality and standards • Motivation to work with young people in a school setting • Willingness to undertake CPD and training • Commitment to safeguarding, and the welfare of children and young people • A respectful approach to children and young people with SEN 	

Your application should clearly demonstrate how well you meet the above key criteria.

May 2023