

The **GALLERY TRUST**



A community of special schools



**Bloxham Grove**  
ACADEMY

**Administration Officer**

**February 2024**



**Bloxham Grove**  
ACADEMY

Thank you for your interest in the post of Administration Officer at Bloxham Grove Academy. I am delighted that you are considering joining us at this very exciting time in the opening stages of our new academy.

Bloxham Grove Academy is a brand-new free special school which opened in January 2024. Our new building has first-class facilities in a rural location in Bloxham, North Oxfordshire. Both the building and the academy's outdoor spaces give us many opportunities to learn in state-of-the-art facilities and in the local countryside. This will create a very special environment for our community to use and enjoy.

The academy provides exemplary education and care for students with Cognition and Learning needs, Autism Spectrum Condition (ASC), and Social, Emotional and Mental Health needs. We currently have 55 pupils on roll and by year 4 of its opening, Bloxham Grove will have 100 students on roll between the ages of 7 to 18 across the Key Stages 2, 3, 4 and 5.

The role of Administration Officer is vital to the growth and development of our new school, and this is a truly exciting opportunity to join the inaugural staff team at Bloxham Grove Academy.

If you would like to help to contribute to the development of our school community which is dedicated to improving outcomes for our students, please do submit your application for the post.

I look forward to hearing from you.



Charlotte Roberts  
Head Teacher

## **Administration Officer**

Grade 9: Actual annual salary £10,730 to £11,712  
(*Annual full-time equivalent salary: £30,151 to £32,909 per annum*)

37 hours per week, 39 weeks per year  
(*Term Time plus 5 days*)  
To start as soon as possible

We are seeking to recruit an enthusiastic and motivated Administration Officer to join our new academy in Bloxham, near Banbury. 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 will prioritise a varied workload. You will enjoy working with our supportive and dedicated staff, and with our fantastic students who have a range of Special Educational Needs and Disabilities.

Flexibility and versatility are core requirements of this role, and you will be willing to commit wholehearted to our school community.

### **Benefits of working at Bloxham Grove Academy include:**

#### **Professional development opportunities**

- Regular training and access to a range of internal and external professional development opportunities tailored to your learning needs, your job role and your career aspirations
- Opportunities for career progression, secondments and transfers within The Gallery Trust, the largest special school Academy Trust in Oxfordshire
- Opportunities for collaborative working across the schools in The Trust, offering the chance to liaise with experienced colleagues, building knowledge and professional networks

#### **Financial rewards**

- Competitive salaries for support staff based on the NJC Green Book
- Access to attractive pension plans (LGPS), linked to salary life assurance
- Contribution towards glasses and eye tests for DSE use
- Salary sacrifice schemes, including childcare vouchers and cycle to work
- Perk Box - a discount and wellbeing platform membership

#### **Wellbeing**

- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance
- Membership to My Healthy Advantage wellbeing app
- Excellent induction processes, and strong line management structures to promote your wellbeing at work
- A culture which is open to employee ideas and encourages open dialogue
- Complimentary tea and coffee
- Regular staff surveys to gain feedback on wellbeing and to drive improvements
- The opportunity to join colleagues for social events
- Family friendly policies
- Cycle to Work Scheme
- Free car parking and cycle storage

## Application Process

The details of this post are contained in the candidate information pack, which is available at <https://bloxhamgroveacademy.co.uk/working-for-bloxham-grove-academy/> or at <https://thegallerytrust.co.uk/recruitment/current-vacancies/> You will be able to download the Gallery Trust application form from either of these pages. To apply for this post, please email your completed Gallery Trust application form to [application@thegallerytrust.co.uk](mailto:application@thegallerytrust.co.uk)

Deadline for applications: 5pm Monday 11 March 2024

Provisional interview date (to be confirmed): Wednesday 20 March 2024

Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria.

We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, NCTL and Enhanced Disclosure and Barring Check. The Gallery Trust is an equal opportunities employer, and we welcome applications from candidates from all ethnic and community backgrounds.

Bloxham Grove Academy is one of seven special academies within The Gallery Trust. The Trust is dedicated to improving outcomes for SEND learners in Oxfordshire, striving to provide the best possible special education for all students. As the largest special school Trust in Oxfordshire, we value powerful collaboration and knowledge sharing but fully celebrate the distinct ethos and individuality of our family of schools, located throughout the county of Oxfordshire.

### **Our Strategic Aims**

- **Places where innovation drives learning** – our schools have a clear purpose, they educate the whole child and prepare them for adulthood. Everything we do, from our curriculum offer to our pastoral care, is meaningful and driven by the needs of learners.
- **Places where relationships drive engagement and achievement** – our schools are built around exceptional relationships. We provide excellent experiences, growth, and opportunities for students and staff, and specialist working environments and resources.
- **Places which provide exceptional knowledge and support** – our schools are supported by a skilled and experienced central team which provides high quality school improvement and central support services.
- **Places which inspire and influence** – our schools are committed to collaborating with our local and national partners and communities to ensure that children and young people with SEND receive the education and opportunities they deserve.

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. There are currently seven special academies in the Trust, with a further academy scheduled to open in 2026. 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, and providing outreach and other opportunities. All academies collaborate to share SEND expertise and best practice, and work in partnership with peers who are committed to common aims and goals.

## **JOB DESCRIPTION**

### **Administration Officer**

#### **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 to the Senior Leadership Team
- 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, including SEND administration, 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

### **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 students, 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
<b>Knowledge and qualifications</b>	
<ul style="list-style-type: none"> <li>● Level 2 (GCSE or equivalent) in mathematics and English</li> <li>● Knowledge of software packages and applications including Microsoft Word Excel, internet, email</li> <li>● Willingness to undertake training in other software packages</li> </ul>	<ul style="list-style-type: none"> <li>● First aid trained</li> <li>● Specialist software e.g., RM Integris, Parentmail</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>● Experience of an administration role</li> <li>● Working in a team and on own initiative</li> <li>● Prioritising workload</li> <li>● Monitoring and managing resources, materials and equipment</li> <li>● Use of software applications including Microsoft Office, internet and email and willingness to train in other software</li> <li>● Providing administrative and organisational support to colleagues</li> <li>● Working within policies and procedures</li> <li>● Procurement of resources</li> </ul>	<ul style="list-style-type: none"> <li>● Previous experience of working in an educational establishment</li> <li>● Working with students with SEND</li> </ul>
<b>Abilities, skills and competences</b>	
<ul style="list-style-type: none"> <li>● Excellent interpersonal, written and communication skills</li> <li>● Willingness to undertake First Aid training and to support the medical and first aid needs of students.</li> <li>● Approachable, tolerant, and conscientious with problem-solving abilities.</li> <li>● Able to cope with interruptions and remain calm under pressures</li> <li>● Able to work to tight deadlines, handling a demanding workload and prioritising appropriately</li> <li>● Able to work effectively with minimum supervision</li> <li>● Willingness to take on new tasks as the role evolves</li> <li>● Able to work collaboratively and constructively in a team</li> <li>● Work effectively with internal and external stakeholders, developing and maintaining successful working relationships</li> <li>● Organised approach to administrative tasks and record keeping</li> </ul>	
<b>Other</b>	
<ul style="list-style-type: none"> <li>● Service-focused attitude: the desire to achieve and maintain quality and standards</li> <li>● Motivation to work with young people in a school setting</li> <li>● Willingness to undertake CPD and training</li> <li>● Commitment to safeguarding, and the welfare of children and young people</li> <li>● A respectful approach to children and young people with SEN</li> </ul>	