

The **GALLERY TRUST**



A community of special schools



Northern House  
Academy

**Administrator  
Candidate Information Pack  
September 2024**

Northern House Academy is a special school for primary age children who have been identified as having Social, Emotional and Mental Health difficulties. We currently have 88 children on roll and all our pupils have an Education, Health and Care Plan (EHCP).

We are passionate about children at Northern House having their abilities recognised and celebrated, whilst receiving an excellent education. The whole staff team is committed to very high standards both professionally and in relation to every aspect of our pupils' education.

The school is seeking an organised and motivated Administrator to add to our Office team.

Northern House Academy is a member of The Gallery Trust, an expanding Special Needs 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.

Please visit our website to find out more about the school, during this current time we are unable to accommodate site visits, however if you would like to talk to someone to inform your application you would be most welcome.

On behalf of the school, thank you again for your interest and we look forward to hearing from you.

*Ricky Stevens*  
*Headteacher*

*Bex Holmes*  
*Head of School*

**Administrator  
Grade 9  
4 Days Per Week (Tuesday to Thursday and either Monday or Friday)  
30 hours per week, 39 weeks per year, term time only plus INSET days  
Actual Annual Salary £22,831- £24,795 (FTE £32,076 - £34,834)**

**To start 1<sup>st</sup> September 2024**

At Northern House Academy, we are striving towards excellent practice and are on a continuous journey of school improvement. We make respectful relationships with our students through our understanding of their special educational needs, via assessment of their skills and abilities and carefully planning next steps for them. We are a warm and caring community, dedicated to equipping pupils with the understanding, skills and knowledge they need to succeed.

An exciting opportunity has arisen for an experienced and versatile professional to join Northern House Academy, a special school within The Gallery Trust, as an Administrator. You will play a crucial role at the heart of the school within a supportive and friendly administration team and will carry out a range of administrative duties to ensure the smooth and effective running of the school.

You will have some experience in an administrative capacity and be ready for a new and exciting challenge which will offer you the opportunity to develop your skills. You will have a calm and professional approach and will be keen to work in a role which will offer you a diverse range of tasks. You will be committed to enriching and improving the lives of young people with Special Educational Needs and Disabilities, and to working with students who have Social, Emotional and Mental Health needs.

If you share our passion for making a real difference to the lives of children and young people with special needs, this could be the opportunity you are looking for. In return for your contribution to our team, you will work in an environment which is innovative and, in a rewarding, and fulfilling role. We will provide you with induction and training, and the opportunity to join the Local Government Pension Scheme, one of the largest public sector pension schemes in the UK.

### **Application Process**

To apply for this post, please email an application form to [applications@northernhouseacademy.co.uk](mailto:applications@northernhouseacademy.co.uk). The application form and candidate information pack can be downloaded from our website or from The Gallery Trust website [www.thegallerytrust.co.uk](http://www.thegallerytrust.co.uk). If you are unable to download the application form, please call 01865 557 004 to request one.

Please submit your application form by **midday Monday 8<sup>th</sup> July 2024** to [applications@northernhouseacademy.co.uk](mailto:applications@northernhouseacademy.co.uk) or by post.

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.



The **GALLERY TRUST**

A community of special schools

Northern House 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 pupils 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.

The Board of Trustees believes that by providing the support of highly experienced and specialised school improvement and business teams, school leaders are empowered to focus on the standards of teaching and learning, and in meeting the operational and strategic demands of running their schools.

## **JOB DESCRIPTION**

### **Administrator Grade 9**

#### **Job Purpose:**

To provide high quality administrative support to the school including taking a lead on organising and minuting Annual Reviews and being the clerk to the Local Academy Board

#### **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 School Business Manager, Head of School and Head Teacher. They will be mindful of their 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.

#### **Annual Reviews**

- Manage the administration of the EHCP review process, including scheduling of annual reviews, gathering of reports from school staff and sending documents to the Local Authority in line with statutory timeframes. Arrange interim and emergency annual reviews as required.
- Produce and communicate the annual review schedule to all staff.
- Collate, proofread and send out accurate reports both before and after the annual review meetings in line with statutory timeframes and the SEN Code of Practice.
- Attend review meetings to take minutes and capture actions agreed at the meeting.
- Ensure that actions agreed at EHCP review meetings are followed up as part of the process including requests for additional funding and any proposed transition.
- Communicate effectively, both verbally and in writing, to stakeholders, adapting communication as required.
- Use the school's information systems to input and retrieve information required to support the EHCP review process.
- Gather and securely store the collection of confidential and non-confidential reports from external agencies that are required to complete the EHCP review process in both paper and electronic format.
- Under the direction of the Business Manager or Headteacher, implement changes and updates to the EHCP review process.
- Archive EHCP review paperwork in line with the school's retention policy.

#### **Clerk to the Local Academy Board**

- Prepare an agenda for Local Academy Board (LAB) meetings in collaboration with the Head Teacher and Chair using the Trust's standing agenda schedule
- Convene meetings of the LAB including sending notices, agenda and papers in a timely manner before meetings

- Prepare and distribute meeting schedules for the academic year
- Effective administration of meetings including taking the minutes and ensuring the minutes are compiled in a timely fashion
- Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request.
- Maintain registers of:
  - the members of the LAB including their terms of office
  - business interests of the LAB members
  - attendance at meetings and report non-attendance
  - training
- Respond to queries from LAB members
- Ensure Disclosure and Barring and eligibility checks have been carried out on LAB members by the Business Manager
- Report any changes in membership to the LAB, Chair and Governance Manager
- Keep up to date with current educational developments and legislation affecting school governance.
- Support with recruitment and induction of LAB members
- Support with the annual skills audit
- Support with administration of parental complaints

#### **Other Admin:**

- Support with student welfare duties, including administration of medicines, liaising with parents, carers, staff, agencies and professionals
- Support Business Manager and SLT in administration of admissions and consultations.
- Undertake marketing activities e.g. posting to the school Instagram and preparation of newsletters
- Undertake reception duties when required (e.g. when the Receptionist is absent or already taking a call) including answering telephones and face to face enquiries, taking and recording messages, welcoming visitors, accepting deliveries
- Undertake organisational arrangements e.g. supporting recruitment and selection, school trips, student transitions, school events as requested by the School Business Manager and subject to time available around other commitments
- Cover for, deputise and support other members of the office team
- Undertake word processing and other IT based tasks, such as correspondence, reports, newsletters, spreadsheets, communications as directed by the Headteacher or Manage manual and computerised recording and information systems, including student records
- Provide administrative and organisational support to staff
- Deal sensitively with confidential information, queries and complaints; to ask for the support of senior colleagues when appropriate
- Support the selection, management, and managing of resources, e.g. stationary, uniform class resources
- Take a role in procurement and purchasing, obtaining quotes etc and inputting orders and invoices onto Approval Max as requested by the School Business Manager and subject to time available around other commitments
- Operate a range of equipment/ICT packages: Word, Excel, and specialist software, e.g. Approval Max, RM Integris
- Support administration of facilities including the use of school premises

#### **Standards and quality assurance**

- Support the aims and ethos of the academy

- Set a good example in terms of dress, punctuality and attendance
- 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 Academy's policies and procedures
- The jobholder is expected to observe their obligations in accordance with the Academy'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 Data Protection Act 1998. 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 School's Data Protection Policy

**Selection Criteria**  
**Administration Assistant, Northern House Academy**

	<b>Essential</b>	<b>Desirable</b>
Education/Training	<p>Educated to at least A-Level standard or equivalent and hold a GCSE grade 5 or above in Maths and English (or equivalent)</p> <p>Excellent numeracy and literacy skills</p> <p>Excellent keyboard and computer skills</p> <p>Ability to use a range of software packages, including Word and Excel</p>	
Experience	<p>Administrative experience</p> <p>Working as part of a team</p> <p>Working in a busy environment</p>	<p>Experience of working with the public</p> <p>Experience of working in a school</p> <p>Experience with the Annual Review process</p>
Skills and Abilities	<p>Effective use of ICT</p> <p>Good organisational and administration skills</p> <p>Effective interpersonal skills with a confident and friendly approach</p> <p>Ability to work constructively as part of a team</p> <p>Ability to work to deadlines and under pressure</p> <p>Ability to display a flexible approach</p> <p>Ability to use initiative and work proactively</p> <p>Excellent attention to detail</p> <p>Ability to relate well to children and adults</p>	
Other requirements	<p>Flexible, patient, and adaptable manner</p> <p>Understanding and commitment to equality of opportunity, participation, diversity and responsibility</p> <p>Committed to and able to promote the aims of the Academy and the values of the Trust</p> <p>Committed to the welfare, wellbeing and Safeguarding of pupils</p> <p>Willing to undertake training</p> <p>Understanding the need for confidentiality</p>	