



The **GALLERY TRUST**



A community of special schools

**Central Consultations and  
Admissions Officer  
Candidate Information Pack  
September 2024**

## **Central Consultations and Admissions Officer**

**Grade 10 SCP 27 to SCP 30  
£35,745 to £38,223**

**Full Time, Permanent  
37 hours a week, 52 weeks per year**

The Gallery Trust, a special Multi Academy Trust, is seeking to recruit an enthusiastic and motivated administrator to join our central Trust Team to support Senior Leaders across our schools with the coordination of the statutory admissions and consultations processes for students.

This new post offers an exciting opportunity to join an expanding and successful Trust. We currently have 7 special schools in our Trust throughout Oxfordshire. This role will be based at the Trust Central Offices at Northern House Academy in Oxford.

The successful candidate will be a well-organised and competent individual, who is capable of achieving high quality outcomes while dealing with competing demands. You will have excellent administration, organisation, and IT skills; a working knowledge of the key legislative frameworks around school admissions for children and young people with EHCPs; and you will enjoy working independently and 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, managing and maintaining data and information with accuracy and attention to detail. You will have excellent communications skills and will enjoy forming positive and effective working relationships throughout the Trust.

Experience of working in the education sector is an advantage, but it is vital that the successful candidate demonstrates a strong commitment to improving the lives of students with special educational needs and disabilities.

In return for your energy and enthusiasm, we can offer you the opportunity to work for a successful, expanding and secure public sector organisation in a supportive, well-resourced and committed team. Benefits include access to CPD, a generous local government pension scheme, 30 days holiday a year plus bank holidays, and a negotiable working pattern.

This post is subject to satisfactory references which will be requested prior to interview, an Enhanced DBS check, health check, evidence of qualifications and verification of the right to work in the UK.

### **Benefits of working at The Gallery Trust**

#### **Career Progression**

- Be a key member of a friendly and supportive staff team who are dedicated to achieving the best for every one of our pupils
- Participate in high quality professional development opportunities which are tailored to your needs and to your career aspirations
- Develop your career in The Gallery Trust, an expanding and successful organisation which offers opportunities for progression, secondments and collaborative working with colleagues across our schools

#### **Financial**

- Competitive salaries for teaching and support staff based on School Teacher Pay and Conditions Document and the NJC Green Book
- Perkbox membership
- Access to LGPS pension linked to salary life assurance
- Contribution towards glasses and eye tests for DSE use
- Salary sacrifice schemes, including childcare vouchers and cycle to work

#### Wellbeing

- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance
- 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
- Regular staff surveys to gain feedback on wellbeing and to drive improvements
- The opportunity to join colleagues for social events
- Family friendly policies, which promote your wellbeing
- Free car parking and cycle storage
- On-site catering

#### Application Process

To apply for this post, please email an application form to [application@thegallerytrust.co.uk](mailto:application@thegallerytrust.co.uk)

**Application deadline: 11th October 2024**

**Interviews will be held: 17th October 2024**

**If you would like to enquire about the post please make contact with Cathy Clarke at [c.clarke@thegallerytrust.co.uk](mailto:c.clarke@thegallerytrust.co.uk) or call 07498985563**

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. If you have previously worked in a school, your referees must include your most recent 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, 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 is a Special Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. We strive to provide the best possible specialist learning experience for all pupils.

### **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.

As we enter the next phase of our development and build on our many successes, we want to embrace future challenges and opportunities. 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 7 special academies in the Trust located throughout Oxfordshire, 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.

## **Central Consultations and Admissions Officer Job Description**

**Responsible to:** Trust Lead for Inclusion: Access to Learning

### **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 Chief Executive Officer. The Chief Executive Officer 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 Trust's grievance procedure will be used to resolve any disagreement arising out of the job description.

*Due to the sensitivity of materials handled in this role, the applicants must have an explicit understanding of the confidentiality requirements of the job.*

### **Role Purpose**

- To support Senior Leaders in Trust Schools to coordinate and oversee the statutory consultation process for all admissions.
- To coordinate and maintain all processes in relation to consultations for placement from Local Authorities including liaison with SEN officers in all local authorities served by the Trust to ensure that the documentation presented is informative and of the highest possible standard to enable decision making to happen in a timely manner.
- To support Trust Head Teachers and Trust colleagues in ensuring consultations are appropriate.
- To provide administrative and day to day operational support to the school Admissions Leads in executing a professional service to local authorities and families.
- To support a range of administrative procedures and processes as part of the wider administrative team.
- To act as a link between the Trust's Central Team and school leaders across multiple school sites.

### **Key Duties and Responsibilities**

- Develop and maintain a Trust wide database to record and track consultations, deadlines and responses for all schools within the Trust.
- Store consultation information securely and in line with data protection guidelines.
- Ensure sharing of information in line with data protection guidelines.
- Meet with Senior School Leaders weekly to discuss consultations and admissions, tracking all discussions and follow up as necessary.
- To complete initial review of consultation paperwork on the grounds of suitability before passing to school leaders for response around possible admissions.
- To provide initial consultation response with guidance for Head Teachers and Central Trust Team colleagues.

- Support Trust Head Teachers and the Central Trust Team in ensuring that all consultations are responded to in the correct manner and in line with statutory timeframes.
- Assist Senior Leadership Staff in collation of data at strategic points in the academic year.
- To ensure that data returns are completed accurately and submitted in line with agreed timelines to the appropriate requestor.
- Support with in-year admissions through liaising and coordinating with schools and Local Authorities.
- To support Senior Leaders in schools across Trust in ensuring that pupils are admitted in an efficient and timely manner in accordance with Trust policies.

## **Organisation**

- To contribute to the efficient and effective organisation of the Trust
- To coordinate and 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 and changing priorities of the Trust
- Cover for, deputise and support other members of the team

## **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
- Take minutes at meetings, when requested
- Take a lead 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 and returns, including those to outside agencies
- Liaise with a range of internal and external stakeholders including students, staff, parents/carers, professionals, agencies, LA representatives, Governors etc

## **Resources**

- Be responsible for the selection and management of resources
- Undertake research and obtain information to inform decisions
- Operate a range of equipment/ICT packages using specialist software for a range of tasks
- 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 Trust
- 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.
- To undertake any reasonable travelling requirements, to fulfil the tasks and responsibilities of the role.

**SELECTION CRITERIA**  
**Trust Admissions Coordinator**

Essential	Desirable
<b>Education/Training</b>	
<ul style="list-style-type: none"> <li>● Good education qualifications or appropriate experience with proven competence in literacy</li> </ul>	<ul style="list-style-type: none"> <li>● Educated to Degree level or above or substantial relevant experience</li> </ul>
<b>Professional Knowledge and Experience</b>	
<ul style="list-style-type: none"> <li>● Experience of an administration role in an office environment: an understanding of the key principles involved in delivery of effective administration support</li> <li>● Knowledge of Data Protection, GDPR and confidentiality issues</li> <li>● Competent with ICT, including MS Office and Google Drive and willingness to undertake training in other software packages</li> <li>● Proven ability to work within policies and procedures</li> <li>● Experience of developing effective working relationships with a range of stakeholders</li> <li>● Experience of admissions processes for CYP with EHCPs</li> <li>● Good working knowledge, understanding and experience of the Children and Families Act 2014 and associated Regulations, SEND Code of Practice 2015 and the Equality Act 2010 and other relevant Legislation</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of the consultation process for admissions to Special Schools</li> <li>● Knowledge and experience of working within the SEND Code of Practice in relation to tribunal appeal hearings</li> <li>● Knowledge of school data management systems and software, and its use within a school environment.</li> <li>● Previous experience of working in an educational establishment</li> <li>● Experience or knowledge of admissions for CYP with SEND in schools from a school and/or LA perspective</li> </ul>
<b>Abilities, skills and competences</b>	
<ul style="list-style-type: none"> <li>● Excellent interpersonal, written and communication skills</li> <li>● Ability to work under pressure, prioritise workload and manage conflicting priorities to meet strict statutory deadlines</li> <li>● Ability to present information in a logical, clear and concise format and to communicate this effectively to colleagues, both verbally and in writing</li> <li>● Ability to work collaboratively with a diverse range of colleagues and on own initiative</li> <li>● Ability to work with autonomy within set boundaries</li> <li>● Self-motivated with the ability to identify priorities quickly and accurately to ensure that deadlines are met</li> <li>● Highly effective organisational and planning skills</li> </ul>	

<ul style="list-style-type: none"> <li>● Attention to detail and accurate keyboard skills</li> <li>● Reliability, confidentiality and integrity</li> <li>● Compliance with Academy and Trust wide policies</li> <li>● Must enjoy working as part of a team, be adaptable and supportive of colleagues</li> <li>● Willing to work flexibly on a range of administration tasks which are commensurate with the grade of the post</li> </ul>	
<b>Personal Skills and Qualities</b>	
<ul style="list-style-type: none"> <li>● Service-focused attitude: the desire to achieve and maintain quality and standards</li> <li>● Pleasant, professional and proficient</li> <li>● A positive and flexible approach to work with a 'can do' attitude</li> <li>● Enthusiasm and drive for working within school environments</li> <li>● Willingness to undertake training, as required and to learn new skills and procedures</li> <li>● Satisfactory References</li> <li>● A commitment to equality and diversity, supporting a culture of mutual respect for each other and the environment</li> <li>● Genuine commitment to the ethos and work of The Gallery Trust</li> <li>● Commitment to safeguarding, and the welfare of children and young people</li> <li>● A respectful approach to children and young people with SEND</li> <li>● Flexibility to undertake any reasonable travelling requirements, to fulfil the tasks and responsibilities of the role</li> <li>● Ability to travel to schools throughout Oxfordshire</li> </ul>	

Please ensure that your application demonstrates clearly how you meet the above criteria