




The **GALLERY TRUST**



A community of special schools



**Receptionist
Candidate Information
Pack 2025**



Thank you for your interest in the post of Receptionist at Springfield School.

Springfield School is a specialist school for primary and secondary age children with Severe Learning Difficulties (SLD), Profound and Multiple Learning Difficulties (PMLD), or Autistic Spectrum Disorder (ASD), with additional needs of Speech, Language and Communication Needs (SLCN), Visual Impairment (VI), Hearing Impairment (HI), and Physical, Sensory and Medical (PSM). We currently have 117 children on roll and all our pupils have an Education, Health and Care Plan (EHCP). Our curriculum offers pupils engaging, enriching, and meaningful opportunities enabling them to develop their independence, communication, skills for learning and life, and is personalised to meet the needs of each pupil. Our recent Ofsted report shares more about our provision and is available on our school website.

We believe in creating opportunities for both pupils and staff to succeed in their own goals. It is essential for us to work closely with parents, carers and other professionals to promote support for everyone and sharing of good practice. The wider multi-professional team at Springfield School includes a Special School Nurse, Speech and Language Therapists, Occupational Therapists and Physiotherapists.

We strongly believe in the benefits of integration and inclusion to all and as such our Early Years and Primary classes are co-located with Madley Brook Community Primary School in a uniquely integrated and purpose-built site. Our secondary pupils are also located in a purpose-built building on the Wood Green Secondary School site. We work hard to promote inclusive activities with our partner schools and the wider community.

The school is also commissioned to deliver a Short Break service, Branch-Out. This provision is highly regarded by parents and professionals. Branch-Out provide after school clubs and holiday provision.

Springfield School 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 seven 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 the school. If you would like to visit the school to find out more about this opportunity before you submit your application, you will be most welcome.

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

Kate Campbell

Headteacher

**Receptionist
Grade 5**
Actual Salary £21,281 - £21,962 per annum
(FTE Salary £24,790.00 – £25,584.00 per annum)
37 hours per week, 39 weeks per year, term time only
Monday to Friday 8:00 am – 3:30pm

We are seeking to appoint an enthusiastic and dynamic Receptionist, with reception responsibilities, to join our existing administration team, working on both our primary and secondary sites.

You will:

- Have numeracy and literacy GCSE's (or equivalent), at Grade C or above
- Have excellent customer service skills
- Have experience of working in a school or educational setting
- Be confident in the use of internet, email and database programs
- Be committed to ongoing self-development and training
- Be a good team player with the ability to work on your own initiative

Benefits of working at Springfield 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
- 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
- Access to attractive pension plans (TPS and LGPS), linked to salary life assurance
- Contribution towards glasses and eye tests for DSE use
- Salary sacrifice schemes, including cycle to work
- Perk Box - discount and wellbeing platform membership

Wellbeing

- The opportunity to be a key member of a friendly and supportive staff team, dedicated and committed to improving outcomes for students
- 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, which promote your wellbeing
- Cycle to work Scheme

Facilities

- Free car parking and cycle storage

Application Process

To apply for this post, please email your application form to application@thegallerytrust.co.uk

Please submit your application form **by 5pm on 21st February 2025**

Interviews will be held the week beginning 3rd March 2025.

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.

Springfield School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people, that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All cases are considered confidentially and according to the nature of the role and information disclosed.

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

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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 seven special academies in the Trust located throughout Oxfordshire, with an additional 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



Receptionist

Job Description

Introduction

This job description describes in general terms the normal duties which the postholder 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 the duties and responsibilities shown below will be under the reasonable direction of the School Business Manager. The School Business Manager 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.

The job description will be reviewed at least annually, and any changes will be subject to consultation. The academy's grievance procedure will be used to resolve any disagreement arising out of the job description. Other relevant policies may be the Stress at work policy and Dignity at work policy.

Job Purpose

To provide a warm and welcoming service for visitor/ callers to our school and effectively manage systems to facilitate the efficient organisation and management of the school.

Organisation

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
- Assisting with arrangements for visits and school events
- Liaising with parents, staff and outside agencies

Administration

- Responsible for all receptionist duties e.g., photocopying, filing, emailing, completing routine forms
- Maintain manual and computerised records/management information systems
- Undertake typing, word processing and other IT based tasks (correspondence, reports, newsletters, spreadsheets).
- Sort and distribute mail and email correspondence.
- Undertake routine administration e.g., registers/school meals, Newsletters
- In line with LA procedures, and working alongside a member of the senior leadership team, arrange annual reviews of Education, Health and Care Plans, co-ordinating all relevant stakeholders and providing all relevant paperwork.
- Provide personal, Administrative and organisational support to other staff and Governing Body.
- Manage diaries, including arranging meetings and booking venues.
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. pupil data, attendance.
- Take notes at meetings.
- Carry messages across the school and escort visitors where required.
- Maintain pupil records.
- Receipt and logging of income.

Resources

- Operate office equipment e.g., photocopier, computer
- Arrange orderly and secure storage of supplies
- Undertake routine financial administration e.g., collect and record dinner money
- Assist with purchasing, order tracking and equipment delivery.

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

The above **list of job duties** is **not** exclusive or **exhaustive** and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post

**Selection Criteria
Person Specification Receptionist Grade 5**

	Essential	Desirable
Experience	<ul style="list-style-type: none"> ● Reception and general clerical/administrative work 	
Qualifications/ Training	<ul style="list-style-type: none"> ● Excellent numeracy/literacy skills, equivalent to GCSE grade C or above, NVQ Level 4 in English and Maths 	<ul style="list-style-type: none"> ● Qualification or experience in relevant discipline
Knowledge/Skills	<ul style="list-style-type: none"> ● Excellent customer service skills ● Experience in Microsoft Office (Word, Excel, Outlook etc) ● Previous experience of working in an office environment ● Willingness to develop a full working knowledge of relevant policies/codes of practice/legislation and adhere to them. ● Desire to constantly improve own practice/knowledge through self-evaluation and learning from others ● Ability to relate well to children and adults ● Work constructively as part of a team, understanding roles and responsibilities and your own position within these ● A commitment to safeguarding and health and safety legislation ● A commitment to following all school policies ● A commitment to upholding the school's vision and values ● Ability to turn up for work regularly and on time. 	<ul style="list-style-type: none"> ● A Levels ● A degree ● A qualification in administration ● Team teach qualified ● Previous or current experience of working in a school environment ● Previous or current experience of using an management information system, such as RM Integris ● Previous or current experience of using Google Drive