

The **GALLERY** TRUST

A community of special schools



Bloxxham Grove
ACADEMY

**Administration Assistant
Candidate Information Pack
April 2025**



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

Bloxham Grove Academy is a new special free school which opened in a purpose-built building in January 2024. We are fortunate in having first-class facilities, a state-of-the-art building, and excellent outdoor spaces in a rural location, providing us with 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, and Social, Emotional and Mental Health needs. We currently have approximately 77 students on roll, and by 2026, Bloxham Grove will have 120 students on roll between the ages of 7 to 18 across Key Stages 2, 3, 4 and 5.

We are recruiting for an Administration Assistant who will contribute to the growth and development of our new school, and who will be dedicated to supporting our fantastic students to achieve their potential.

This is a truly exciting opportunity to join the staff team at Bloxham Grove Academy. If you would like to help to shape the culture and ethos of the school and contribute to the development of a community dedicated to improving outcomes for students with SEND, then we would love to receive your application.

I look forward to hearing from you.



Charlotte Roberts
Head Teacher



Administration Assistant

Grade 6: Actual Annual Salary - £22,313.13 - £24,176.85
(Annual full-time equivalent salary: £25,992 - £28,163)

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 Assistant to join our academy in Bloxham, near Banbury. The successful candidate will be a well-organised individual with good administration, clerical, and IT skills. You will have a supportive and positive approach with a 'can-do' attitude and will be able to prioritise a varied workload. You will enjoy working with our supportive and dedicated staff in our warm and caring community, alongside our fantastic students who have a range of Special Educational Needs and Disabilities. You will play an important role in greeting students, parents and visitors to the school and will undertake reception and attendance duties. Flexibility and versatility are core requirements of this role, as no two days will be the same within our busy and friendly school office.

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

To apply for this post, please email your completed application form to: recruitment@bloxxhamgroveacademy.co.uk by **09:00 on Thursday 1 May 2025**. Interviews will be held on **Wednesday 7 May 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.

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.



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The GALLERY TRUST

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Bloxxham 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 Assistant

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.

Key Tasks

- Undertake reception duties, answering the telephone and face to face queries, and welcoming visitors in accordance with Safeguarding procedures
- Ensure registers are completed on time, twice daily
- Follow up on students absences and lateness and ensure all unexplained absences are accounted for
- Ensure lunch orders are entered correctly and provide summary to the kitchen in a timely manner
- Provide administrative and clerical support to colleagues
- Undertake general administrative procedures and processes and clerical duties, e.g. photocopying, filing, answering emails, distribution of communications
- Undertake word processing and other IT based tasks, including finance processing, using a range of software
- Undertake arrangements e.g. in support of school trips and events etc
- Provide refreshments and housekeeping for meetings and visitors
- Assist in the arrangement of meetings, coordinating with attendees and providing relevant documentation, taking notes
- Take a role in the maintenance of record/information systems such as student records, and produce information as required e.g. attendance, student data
- Liaise with a range of internal and external stakeholders including students, staff, parents/carers, professionals, agencies, etc
- Maintain stocks and supplies



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

Essential	Desirable
Knowledge and qualifications	
<ul style="list-style-type: none"> ● Good numeracy/literacy skills, equivalent to GCSE Grade ● 4 or above (Grade C on old scaling) ● 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 ● Fire Marshall trained
Experience	
<ul style="list-style-type: none"> ● Experience of an administration or customer service role in a busy environment ● Prioritising workload ● Working in a team and on own initiative 	<ul style="list-style-type: none"> ● Previous experience of working in a school or office environment ● Providing administrative and organisational support to colleagues ● Working with students with SEND
Abilities, skills and competences	
<ul style="list-style-type: none"> ● Friendly, flexible and welcoming approach ● Good keyboard skills ● Methodical and accurate approach to work ● Able to communicate effectively, verbally and in writing, to a range of audiences, e.g. staff, students, visitors, parents ● Willingness to undertake First Aid training and to support the medical and first aid needs of students. ● Willingness to undertake Fire Marshall training ● Able to cope with interruptions and remain calm under pressure ● Able to work to tight deadlines and prioritise tasks, using own initiative while following directions ● Willingness to take on new tasks as the role evolves 	

<ul style="list-style-type: none"> ● Able to promote a positive working environment, and work collaboratively with colleagues ● A confidential and discreet approach 	
Other	
<ul style="list-style-type: none"> ● Motivation to work with students with special educational needs 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 ● High standards of professional conduct 	