

The **GALLERY** TRUST

A community of special schools



**Administration Officer: HR and SEN
Springfield School
Candidate Information Pack
September 2025**



Thank you for your interest in the post of Administration Officer: HR and SEN at Springfield School. Springfield School is a special school for children aged 3 to 16, who have been identified as having Severe or Profound Learning Difficulties. We currently have 110 children on roll and all our pupils have an Education, Health and Care Plan (EHCP).

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.

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 Primary School in a uniquely integrated and purpose-built site. Our secondary pupils are also located in a purpose-built building alongside the Wood Green Secondary School site. We work hard to promote inclusive activities with our partner schools and the wider community.

The school is seeking an inspirational and dynamic Teaching Assistant: a gifted practitioner who can meet the needs of this vibrant and diverse community.

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 six 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 exceptional 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.

Administration Officer: HR and SEN

Grade 9 Scale Point 23 – 26

Actual Annual Salary: £32,553.37 - £35,243.94

FTE £34,434 - £37,280

Work Pattern: 37 hours per week, 42 weeks per year (term time plus 2 weeks)

Contract: Permanent

We are seeking to recruit an enthusiastic and motivated Administration Officer: HR and SEN to join Springfield School. The Administration Officer: HR and SEN will provide administrative and confidential support to the School Business Manager and Senior Leadership Team. The role will support the School Business Manager with HR processes and procedures. They will also be responsible for ensuring that annual reviews, appeals and tribunals, and all related activities are completed to the highest quality and within statutory requirements.

The successful candidate will have excellent administration, organisation, and IT skills, and will enjoy working 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 wholeheartedly to our school community.

Benefits of working at Springfield School, part of The Gallery Trust, 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

- 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

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 complete an application through MyNewTerm.

<https://mynewterm.com/school/Springfield-School/147127>

Deadline for applications: Sunday 19 October 2025 at 12am

Interview date: Wednesday 22 October 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.

The GALLERY TRUST

A community of special schools

Springfield School is an academy 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: HR and SEN

Responsible to: School Business Manager

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 and Administration

- Provide administrative and confidential support to School Business Manager and Senior Leadership Team, managing complex administrative procedures and processes, for example Examination Entries
- Support the planning, design, development, organisation and monitoring of school support systems, procedures and policies
- Take on specific project tasks and initiatives in order to meet the needs of the school, for example planning events, celebrations and school trips
- Undertake reception duties, answering the telephone, face to face enquiries and signing in visitors
- Handle confidential information, queries and complaints sensitively, escalating to the School Business Manager where appropriate
- Support student wellbeing
- Oversight of stock e.g uniform and stationery
- Track deliveries, receive and distribute goods
- Cover for, deputise and support other members of the office team
- Provide refreshments for meetings and visitors
- Take minutes in meetings
- Provide administrative support to other colleagues as directed by the Headteacher or School Business Manager

HR and Payroll

- Support the School Business Manager with HR processes and procedures
- Record and report staff absence, supporting School Business Manager with absence management procedures
- Support the School Business Manager with return to work interviews
- Manage recruitment administration including, but not limited to, preparation of candidate packs, advertising, interview logistics and reference checks
- Administration of payroll procedures including over-time claims
- Investigate and resolve staff payroll queries
- Manage manual and computerised record/information systems

- Analyse and evaluate HR data and produce reports, information and analysis, as required
- Manage the employee section of the school management information system (Integris)
- Compile and submit the School Workforce Census
- Oversee the administration of the school training matrix and support with booking training courses for staff
- Liaise with The Gallery Trust regarding HR matters
- Support senior leaders with HR matters
- Create, maintain and update confidential HR records for all staff
- Update and maintain school single central record
- Complete a whole school induction with all new employees

SEN

- Responsible for the organisation and coordination of the Education Health Care Plan (EHCP) review process for all students, including scheduling of annual reviews, gathering of reports from school staff and completion of annual reviews in line with statutory timeframes
- Responsible for the organisation and coordination of tribunals, appeals and student transition
- Attend review meetings to take minutes and capture actions agreed at the meeting
- Support Senior Leaders in their follow up of actions agreed at EHCP review meetings, including requests for additional funding and any proposed transition
- Support Senior Leaders and SENCO trained colleagues, to update and submit paperwork as required
- Provide administrative support to the SLT in responding to tribunal and appeal hearings, and distributing Termly Outcome Plans (TOPS) and end of year reports
- Establish good working relationships and communication with agencies, professionals and families by acting as the primary contact for SEN queries
- Undertake arrangements for student transition

Resources

- Assist with marketing and promotion of the school
- Maintain the school website
- Oversee the ordering and supply of cleaning and stationery supplies
- Use charge card to order ad hoc items

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: HR and SEN

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

Other	
<ul style="list-style-type: none"> • Service-focused attitude: the desire to achieve and maintain quality and standards • Motivation to work with young people 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 	

Your application should clearly demonstrate how well you meet the above key criteria.

