



The **GALLERY TRUST**



A community of special schools



**Administration Assistant
Candidate Information Pack
March 2022**



Administration Assistant

Grade 8

Actual annual salary £19,531 to £21,688 per annum
32 hours a week, 40 weeks per year

An exciting opportunity has arisen for an experienced and versatile professional to join Orion Academy, a special school within The Gallery Trust, as an Administration Assistant and Receptionist. 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. Based in reception, you will be the initial point of contact for visitors and callers.

You will have some experience in an administrative capacity or as a receptionist 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.

In return, we can offer you the opportunity to:

- be a key member of a friendly and supportive staff team who are dedicated to achieving the best for every one of our students
- participate in high quality professional development opportunities which are tailored to your needs
- develop your career in an expanding and successful organisation
- work in a new school building which is an exciting and innovative environment, with free parking, located within a short drive of Oxford's ring road
- contribute to the Local Government Pension Scheme, the largest public sector pension scheme in the UK
- enjoy generous employment terms and conditions, based on the National Joint Council Local government 'Green Book'
- work family friendly hours – 8.30am to 3.30pm Monday to Thursday, 8.30am to 3.00pm Friday (30 minutes a day unpaid lunch break), termtime only plus 5 inset days

Application Process

To apply for this post, please email an application form to recruitment@orionacademy.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. If you are unable to download the application form, please call 01865 771703 or email recruitment@orionacademy.co.uk to request one.

Please submit your application form by **5pm on Monday 28 March 2022** to recruitment@orionacademy.co.uk or by post to the Head Teacher, Orion Academy, Knights Road, Oxford OX4 6DQ.

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.



Welcome from the Head Teacher, Orion Academy

Orion Academy provides education for secondary aged students with a range of Special Educational Needs and Disabilities, including Autistic Spectrum Disorder, Social, Emotional and Mental Health Needs, and Cognition and Learning Needs on its site on the outskirts of Oxford. The Academy moved into new, state of the art, buildings in September 2021. The new facilities offer a wide range of exciting curriculum and vocational opportunities to learners, and a fantastic working environment.

Orion Academy is part of The Gallery Trust's growing community of special schools alongside Iffley Academy, Bardwell School, Mabel Prichard School, Northern House Academy, Springfield School and Bloxham Grove Academy. Bloxham Grove Academy is currently in the pre-opening stage and will open in 2023/2024. The Trust is also in the planning stage for an additional new free special school in the South or West of the county.

All students who attend Orion Academy have an Education, Health and Care Plan, which describes their special needs and drives their educational provision.

Orion Academy currently offers places to 87 students, and the roll of the school will rise steadily over the next three years to cater for 108 students, aged from 10 to 18 years. Students attend from throughout the county, and transfer from our SEND feeder school, Northern House Academy, and from mainstream primary and secondary schools.

Students are taught through a differentiated and bespoke curriculum designed to enhance academic and social development, with a strong emphasis on independence skills. Classes are grouped into stage, not age, allowing innovative and creative approaches to teaching and learning, and are taught predominantly by a class teacher, supported by additional class adults. The Academy provides support for the social and emotional needs of students through a qualified and skilled therapeutic team, underpinned by a Trust pastoral support team. The offer to students is enhanced by additional specialist therapies and interventions, which include Digby, our lovable therapy dog! Please visit our website for more information.

Thank you for your interest in Orion Academy. This is an exciting time to join our school and I look forward to receiving your application.

Lynne Smith
Head Teacher

JOB DESCRIPTION

Administration Assistant Grade 8

Job Purpose:

To assist and support the Head Teacher and teaching staff in providing high standards of teaching and learning across the curriculum and to promote the Trust's and school's vision and ethos.

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 Teacher 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:

- Undertake reception duties, answering telephone and face to face enquiries, taking and recording messages, welcoming visitors, accepting deliveries
- Act as first point of contact at Orion Academy for visitors and callers
- Support with student welfare duties, including administration of medicines, liaising with parents, carers, staff, agencies and professionals
- Take on specific tasks and initiatives to meet the needs of the Academy
- Responsibility for operational areas of the Academy, e.g. school lunches
- Undertake organisational arrangements e.g. supporting recruitment and selection, staff induction, school trips, student transitions, school events
- Cover for, deputise and support other members of the office team

Administration:

- Undertake financial processing and procedures, administration and tasks in accordance with financial guidance and regulations
- Manage student cash contributions, and software to manage student payments
- Undertake administration of a range of complex procedures and processes
- Undertake word processing and other IT based tasks, such as correspondence, reports, newsletters, spreadsheets, communications
- Manage diaries, including arranging meetings and booking venues
- Take notes at meetings
- Provide refreshments for meetings and visitors
- Complete and submit forms and returns, including those to outside agencies

- Liaise with a range of stakeholders including professionals, agencies, parents/carers, staff, students
- Manage manual and computerised recording and information systems, including student records
- Provide administrative and organisational support to staff
- Provide administrative and organisational support to the Local Academy Board
- Deal sensitively with confidential information, queries and complaints; to ask for the support of senior colleagues when appropriate
- Sort and distribute mail and email correspondence

Resources:

- Support the selection, management, and managing of resources, e.g. stationary, uniform and other 'shops'
- Undertake research and obtain information to inform decisions
- Take a role in procurement and purchasing, obtaining quotes etc
- Operate a range of equipment/ICT packages: Word, Excel, and specialist software, e.g. PS Financials, RM Integris
- Provide advice and guidance to staff, students and others
- Support administration of facilities including the use of school premises

Standards and quality assurance

- Provide specialist advice and guidance as required
- 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, Orion Academy

	Essential	Desirable
Education/Training	<p>Educated to at least GCSE standard, or relevant experience in absence of formal qualifications</p> <p>Good numeracy and literacy skills</p> <p>Good keyboard and computer skills</p> <p>Ability to use a range of software packages, including Word and Excel</p>	First aid qualification
Experience	<p>Administrative experience</p> <p>Working as part of a team</p> <p>Experience of customer facing role</p> <p>Working in a busy environment</p>	<p>Experience of working in a school</p> <p>Experience of working as a receptionist</p> <p>Experience of working with the public</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>	

The GALLERY TRUST

A community of special schools

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The aim of the Trust is to provide outstanding education and support for young people with special educational needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

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.

The schools in the Trust are:

- Bardwell School, Bicester
- Bloxham Grove Academy, Bloxham, to open in 2023/4
- A Free Special School in South/West Oxfordshire, opening date to be confirmed
- Iffley Academy, Oxford
- Mabel Prichard School, Oxford
- Northern House Academy, Oxford
- Orion Academy, Oxford
- Springfield School, Witney
- The Grove (satellite provision of Orion Academy)

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. All member academies can share SEND expertise and to work with peers who share common aims and goals.

The Trust is committed to investment in learning, developing system leadership, working in partnership and through a shared vision, enabling all students to reach their full potential.



Aims

At Orion Academy we believe our children and young people are unique individuals and as such we have designed our school curriculum with their learning and Social, Emotional and Mental Health needs at the heart of all we do.

Our nurturing approach seeks to extend our work out into the community; actively supporting, listening and engaging with our families and carers to deliver the best possible environment for our children and young people, thus enabling them to learn effectively, become active and responsible citizens who are well prepared for life after school.

We are committed to delivering this through:

Our **nurturing approach** that will provide an environment to thrive –

- Where every child or young person is treated as an individual in a safe and nurturing environment that understands that all students can achieve but will require differentiated approaches based on their individual needs.
- With a school-wide family ethos demonstrating our values of empathy, acceptance and mutual respect, so each member of the school community feels valued and supported.

Our focus on **personal development** is designed to –

- Enable our children and young people to become more socially aware and of their responsibilities with a focus on trust and choice.
- Ensure we support our children and young people to make better decisions, coach them how to regulate frustrations, and reflect on their experiences through our restorative practices.
- Help our children and young people to make sense of the changing world and of the importance of diversity and equality of opportunity.
- Enable them to make informed choices and develop the confidence to be successful in their adult lives through our embedded personal, social and health education programme.

Our focus on **celebration and recognition of success** is designed to –

- Encourage and celebrate each student's talents, skills and attributes.
- Develop the confidence and self-belief of the individual – a culture of 'I can' or 'I can't... yet' is ingrained across our school.
- Provide opportunities for our children and young people to be successful and support them in both developing and promoting their individual resilience as well as celebrating the achievements of others.

Our **ambitious curriculum** offer that is designed to –

- Create the capacity to learn and enjoy learning by broadening our students' horizons and extending learning beyond the classroom.
- Use real-world examples and first-hand experience; develop curiosity and a desire to challenge their understanding and deepen learning.
- Prepare our children and young people for their future through our broad and balanced curriculum, providing them with knowledge, core literacy and numeracy skills and experiences as well as a range of qualification pathways.
- Embed key learning and understanding through careful and thoughtful revisiting and reinforcing, whilst increasing student independence.

Our **personalised provision** that –

- Is responsive to the needs of each student but is uncompromising in expectation. We will be relentless in our support for our children and young people to achieve beyond their expectations.
- Understands that whilst a student's needs are recognized and met, they are not confined by them; we do not define a future based on a child or young person's past and we are unapologetic in our approach in wanting our students to continue to push the boundaries of their potential.

Our commitment to **working in partnerships with our parents and carers** which demonstrates that –

- We believe our children and young people will achieve their best when families and our school work together in a partnership.
- Effective working relationships are characterized by open and honest communication in order to achieve the best possible outcomes.

Our **specialist and expert workforce** who –

- Are passionate and committed to working in special education and will know each student as an individual, recognising their unique talents, skills and interests.
- Have developed strong and positive relationships with our children and young people in order to support them effectively.
- Have expertise, specialist knowledge and an understanding of a child or young person's needs that embraces the most recent and evidence-based research will result in the best possible outcomes for students
- Are committed to working with therapeutic specialists and external agencies to enhance our provision for our students and their families.
- Support children and young people to recognise and value their own learning journey.