

The **GALLERY TRUST**

A community of special schools



**Administrative Assistant / Heads' PA
Candidate Information Pack
2022**

Thank you for your interest in the fixed term post of Administrative Assistant and Heads' PA at Madley Brook and Springfield Schools.

Madley Brook Primary School opened in September 2003 to provide mainstream education for pupils on the Madley Park estate. We can accommodate 315 pupils and also have a growing nursery. Our aim is to value each pupil. To provide learning opportunities that will develop the whole child. We will encourage them to have limitless aspirations, to have a passion for learning and to enjoy life and above all, have a sense of fun.

Springfield School is a special school for primary and secondary age children who have been identified as having Severe or Profound Learning Difficulties. There are currently 114 children on roll and all the pupils have an Education, Health and Care Plan (EHCP). The school relocated to the primary site in 2003 and the secondary site building opened in 2005. 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 both strongly believe in the benefits of integration and inclusion through our uniquely integrated and purpose-built site. We work hard to promote inclusive activities with our partner schools and the wider community.

Madley Brook School converted to Academy status on April 1st 2018 as part of The River Learning Trust. The River Learning Trust (RLT) is a Multi-Academy Trust responsible for a number of schools and a school centred initial teacher training provider (SCITT). We are united by our principles and our commitment to working together to achieve excellent in education.

Springfield School joined The Gallery Trust in July 2020, this is an expanding Special Needs 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.

Please visit our websites to find out more about the schools and Trusts, and if you would like to visit the school to find out more about this opportunity and inform your application.

On behalf of the schools, thank you again for your interest and we look forward to hearing from you.

Emma Lawley
Headteacher
Springfield School

Marianne Ray
Headteacher
Madley Brook School

Administrative Assistant and Head's PA
Grade 7 Points 13 – 17
35 hours per week [8.00am to 4.00pm, one-hour unpaid lunch break]
41 (paid 47.35 weeks) to include 5 Inset Days and the first and last weeks of
the summer holidays
Contract type: Fixed-Term contract to cover maternity leave to start 4th July 2022
Gallery Trust – 17.5 hours
River Learning Trust – 17.5 hours

Madley Brook and Springfield Schools are looking to recruit an Administrative Assistant and Head's PA on a fixed-term contract to cover a maternity leave. This is an exciting opportunity to work on co-located sites and involves working for two schools and two Multi-Academy Trusts [River Learning Trust and the Gallery Trust].

We are looking for someone who has an excellent work ethos with a pride in what they do; is enthusiastic and uses their initiative with excellent communication and IT skills to join our fantastic administration team.

Madley Brook Primary School and Springfield Special School Primary pupils are co-located on the Madley Park estate on the north east side of Witney. The Springfield Secondary site is next door on the same site as Wood Green Secondary School.

The successful candidate will play an important part in ensuring that an effective, safe and efficient service is provided to staff, pupils and parents of both schools.

Application Process

Application is via this link on the TES website

<https://www.tes.com/jobs/vacancy/administrative-assistant-heads-pa-oxfordshire-1626047>

You can download the job pack from the school's website www.springfield.oxon.sch.uk under 'Job Vacancies' in the 'About The School' section or from The Gallery Trust website www.thegallerytrust.co.uk

Please submit your application form by **Friday 20th May 2022 at 12pm**. 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.

Shortlisting will take place the selection will be with reference to the job description and person specification. The interviews will be held on **Tuesday 24th May 2022**. The interview process will include a series of tasks and a panel interview.

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 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 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 2022
- A Free Special School in South 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 have the opportunity to 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.

Administrative Assistant and Head's PA

Job Description

Responsible to: Head Teachers of both schools

Job Purpose:

To provide a warm and welcoming service for visitors / callers to the School and effectively managing systems to facilitate the efficient organisation and management of the School.

To provide Personal Assistant (PA) service to headteacher.

Applicable contract terms and duties

This job description is to be performed in accordance with the duties set out by the schools for the Administrative Assistants and to locally agreed conditions of employments for Support Staff, to the extent that they are incorporated in the post holder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

Working on behalf of both Schools' principal shared responsibility areas with Admin Team: -

- Ensuring that the school's telephone calls and emails are answered promptly, offering an efficient, welcoming and inviting service to callers, passing on messages to relevant staff
- Ensuring visitors to the school receive a prompt, friendly and welcoming response which efficiently deals with their queries and issues.
- To comply with policies which relate to child protection, health and safety, confidentiality and data protection
- General secretarial and administrative duties as directed by the Senior Leadership Team
- Supporting the Head Teacher and other Leaders
- Supporting the other members of the Administrative Team
- Preparing rooms for meetings when possible
- Follow Health and Safety and Safeguarding policies and report any issues or concerns to the relevant people (Facilities Manager for Health and Safety and DSLs for Safeguarding)
- Take responsibility during any alarms / evacuation / lock downs
- Produce lists, information and data as required
- Operate relevant equipment and IT packages
- Administer first aid to pupils
- To attend relevant training as required, including out of contracted hours if necessary (paid)

Key Tasks

General Duties (Shared with Admin Team):

- General correspondence, notes and minutes from meetings, letters to parents, school information etc.
- Photocopying
- Filing
- E-mails – opening, checking, distribution
- Supporting the other administrative staff by sharing the workload at busy times
- Supervising pupils in the medical area if necessary and attending to minor injuries and illness including a willingness to volunteer to support pupils with medical needs

- Report any Health and Safety issues and liaise with Facilities Manager
- Follow the set procedures for emergencies such as alarms sounding, evacuation of the building and a lock down. This includes being one of the co-ordinators as per the critical incident management plan.
- Record daily staff absences in the diary
- Processing orders
- Keep the diary for pupils who arrive late and leave the premises during the school day

Specific Duties:

MIS System Related Tasks [Integris, CPOMS, Target Tracker]:

- Assisting with the production of reports
- Update pupil details and information as and when required
- Prepare and run school Census (Oct/Jan/May)
- Prepare and run Workforce Census
- Prepare and run Assessment Returns
- Deal with CTF transfers in and out
- Payroll data input
- Submit Trust returns and in year transfers
- Maintain staff training records and keep Safe Smart up to date by ensuring staff and volunteers have completed relevant training
- Absence data – Record staff absence by inputting/monitoring and reporting
- Prepare and run Year End and Promotion for new academic year
- Staff absence returns and monitoring
- Update governance information on GIAS (Get Information for Schools)

Matters relating to Admissions:

- Input new pupils onto data base
- Organise prospective pupil visits
- Liaise with River Learning Trust and the Gallery Trust
- Deal with in year transfers including CTF files
- Sending out offer letters and co-ordinating replies for new admissions

Parent Mail and Communication:

- Maintain Parent Mail system ensuring correspondence is maintained to a high standard
- Organise Parent Evenings booking systems
- Run upgrades
- Send messages and circulate newsletters
- Upload information onto the school's website and checking to ensure information is current and up to date
- Act as administrator for the school's email system, adding and deleting staff and setting passwords ensuring that mailing lists are up to date and accurate

Headteachers' PA

- Manage staff bulletins, notices and memos
- Managing headteacher's diaries and booking appointments where required
- Organise staff collections and cards for events including milk money
- Update Safeguarding information for volunteers, new staff and start of year briefings

- Maintain training records for safeguarding and inform headteacher when certificates are due to run out
- Lead and advise on the marketing and promotion of both schools by writing bids for funding grants, seeking sponsorship and recruiting volunteers
- Update Target Tracker when there is a change in pupil numbers and at the start of the school year
- Organise catering and administration of training days with the headteacher
- Play an active role in recruitment along with the headteacher and Finance and HR Manger

Other

- Take notes at meetings when required
- Keep First Aider at Work training up to date

This job description is not your contract of employment, or any part of it. It has been prepared for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed again after induction.

Selection Criteria
Administration Assistant and Heads' PA, Springfield School

	Essential	Desirable
Professional Qualifications	<ul style="list-style-type: none"> ● GCSE or equivalent qualification in English and Maths Grade C minimum 	<ul style="list-style-type: none"> ● Current First Aid Certificate
Experience	<ul style="list-style-type: none"> ● Previous experience of working as a receptionist or in a Customer Service Environment/Office 	<ul style="list-style-type: none"> ● Some Financial Experience ● Experience of working in a school ● Experience of working with children ● Experience of using RM Integris / CPOMS / Target Tracker ● Experience of using an e-mail system ● Experience of using Parent Mail ● Experience of updating websites
Professional Knowledge & Skills	<ul style="list-style-type: none"> ● Excellent communication skills both verbal and written ● Excellent Computer skills to include use of Word and Excel ● Efficiency and good organisational skills ● Able to work under pressure ● Being sensitive to the needs of others ● Ability to manage own workload ● Being confident to cope with any potentially challenging situations ● A willingness to take part in professional development and training ● Carry out first aid ● Willingness to administer / supervise personal care for pupils e.g. diabetes 	<ul style="list-style-type: none"> ● understanding of child protection and safeguarding ● Awareness of Health and Safety ● Awareness of safeguarding
Personal Skills and Qualities	<ul style="list-style-type: none"> ● Ability to relate well to others ● Energy and Enthusiasm ● Initiative, as well as being able to work as part of a team 	