



The **GALLERY TRUST**



A community of special schools

**Trust Administration Officer  
Candidate Information Pack  
May 2022**

Thank you for your interest in the position of Trust Administration Officer at The Gallery Trust.

The Gallery Trust is an expanding and successful Special Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire.

The Trust is recognised as a key stakeholder in the delivery of education to SEND pupils in the county. This is a very exciting time to join the Trust, as we continue to expand our provision. We currently have six schools in our Trust, a satellite provision, and two new schools in pre-opening.

As a Trust, our vision is to encourage the individual identities of our academies while providing strong support from the Trust's Executive Team and central support services, and facilitating collaboration between the academies in the Trust. Employees at the Trust belong to a community of skilled and experienced professionals, and benefit from a wide range of networks and development opportunities across the Trust.

If you share our values, are motivated by working with colleagues who are completely dedicated to improving outcomes for students with Special Educational Needs and Disabilities, and are enthusiastic about contributing to an effective team with very high standards, then we would be delighted to receive your application.

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



*Kay Willett*  
*Chief Executive Officer*

## **Trust Administration Officer**

**Contract Type:** Term time plus 4 weeks (42 weeks)

**Grade:** 9 SCP 23-26

**Actual Annual Salary:** £26,565 - £29,160 per annum

**FTE:** £28,226 - £30,984 per annum

**Start date:** To be discussed at Interview

The Gallery Trust is a leading special Multi Academy Trust, seeking to recruit a Trust Administration Officer who will work in the central team, providing support to the Executive Leadership team, HR, Finance and Estates.

If you are passionate about making a difference to the lives of young people in special education and will enjoy a varied role, working across multiple functions, this is the ideal opportunity for you.

You will join a high performing staff team, where you will work closely with senior leaders and colleagues throughout the Trust and schools. You will be a key member of our business support and school improvement teams and will need to approach your working day with positivity, flexibility and adaptability.

Previous experience of working in the educational sector is an advantage but is not essential.

This role is based at Northern House Academy; however, the role holder will be required to travel to support the wider team, and for meetings and events throughout Oxfordshire, on occasion. The office location may be subject to change in the future.

### **About You**

We are looking for an individual who has:

- Excellent verbal and written communication skills
- A positive “can do” team work approach
- Strong organisational skills and a clear understanding of the principles of effective administration
- The ability to work confidentially, with discretion
- A self-motivated approach, with the ability to work independently
- Experience of Microsoft Word and Excel
- The ability to prioritise in a busy working environment with multiple stakeholders
- The desire to work in a team which is dedicated to improving outcomes for pupils with special needs and disabilities.
- The ability to travel between sites, if required.

Key to your success in this role will be your ability to work with a range of stakeholders in a collaborative and effective manner, as you will liaise closely with the Board of Trustees, senior leaders throughout the Trust, Academy staff members and colleagues in a number of different agencies and organisations.

## About Us:

The Trust is dedicated to improving outcomes for students with special needs in Oxfordshire, and all staff in our Trust are committed to this aim. If you would like to join us at an important point in our development, and if you are keen to grasp the opportunity to work in a thriving Multi Academy Trust where you can contribute to enhancing the lives of young people with special needs and disabilities, we would love to hear from you.

We provide:

- Professional development opportunities
- 29 days annual leave
- Local Government Pension Scheme
- Employee Assistance Programme including free counselling support services

## Application process

To apply for this post please download an application form from our website [www.thegallerytrust.co.uk](http://www.thegallerytrust.co.uk) or email [application@thegallerytrust.co.uk](mailto:application@thegallerytrust.co.uk) to request a candidate information pack.

Please submit your application form to **[m.barnes@thegallerytrust.co.uk](mailto:m.barnes@thegallerytrust.co.uk)** or by post. The closing date for the receipt of completed applications is **12pm on Sunday 5<sup>th</sup> June 2022. Interviews will be held on 14<sup>th</sup> June 2022.**

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. The successful candidate will be subject to an Enhanced DBS check, Occupational Health check and a probationary period of 6 months. The Gallery Trust is an equal opportunities employer and we welcome applications from a range of ethnic backgrounds to represent diversity in line with our school community.



# 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 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 January 2024
- A Free Special School in South Oxfordshire, to open in January 2025
- 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.

## **Job Description** **Trust Administration Officer**

**Responsible to:** Chief Operating Officer

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 duties and responsibilities shown below will be under the reasonable direction of the Chief Executive Officer. The Chief Executive Officer 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 Trust's grievance procedure will be used to resolve any disagreement arising out of the job description.

### **Job Purpose**

- To support the Trust Executive Leadership team with administration and logistics
- To provide administrative support to the business service teams, inclusive of Finance, HR and Estates
- To provide high level assistance and advice to senior Trust leaders, Headteachers and other senior leaders at an academy level, delivering efficient and responsive HR and Finance support, underpinned by the vision and values of The Gallery Trust.
- To support the ongoing development of a high performing culture which places wellbeing at the heart of Trust development

### **Executive Leadership Team Administration:**

- Provide a confidential, efficient and high standard of administrative support including diary management, organisation of meetings and itineraries, minute-taking, writing and managing correspondence
- Attend meetings to minute, when necessary, involving travel throughout Oxfordshire
- Plan and organise events, meetings and conferences
- Provide hospitality for meetings and events hosted by the Executive Leadership team
- Proactively schedule meetings with key stakeholders including the Board of Trustees
- Monitor the Trust general office and HR mailboxes, ensuring emails are acknowledged and forwarded in a timely manner
- Support key functions of the Executive Team in specialist areas as required: e.g. finance, HR, Health and Safety, marketing, public relations, communications, websites
- Work collaboratively and flexibly with internal and external stakeholders in accordance with the ethos, aims and values of The Gallery Trust to deliver a high level of business support, sharing best practice and knowledge
- Website maintenance and improvement initiatives
- Undertake ad hoc projects and initiatives

- Support the effective and smooth running of the office and administration processes

#### **HR & Payroll Administration:**

- Support the HR Manager in providing HR advice, guidance and administrative assistance to schools
- Support payroll administration procedures and processes
- Administer HR related documentation and correspondence, including contracts, variation letters, employee relations letters etc
- Support investigation processes and preparation of disciplinary hearing packs
- Support recruitment for Trust Central roles (and Academy based roles where required) ensuring compliance to safer recruitment including DBS checks and liaising with agencies
- Deputise for colleagues when required to cover in periods of absence, including HR Manager and Payroll Officer
- Create induction and training schedules for new staff, liaising with key departments and IT
- Ensure the relevant HR database is up to date, accurate and complies with legislation
- Monitor and update headcount and the Organisational Structure Chart
- Be a point of contact for telephone, email and face-to-face queries
- Complete new joiner administration and maintain personnel files
- Provide detailed analysis and evaluation of data and create reports as required

#### **Finance Administration:**

- Operate the Trust's financial software to undertake a range of tasks, processing transactions, including purchase orders, GRNs, invoices, payments, journals and income; sales invoices and nominal receipts: preparing reports, returns; and reconciliations;
- Deputise for finance, payroll and administration colleagues in periods of absence
- Assist in ensuring all financial transactions and processes comply with the Trust's Scheme of Financial Delegation: financial procedures and policies, and external guidance and regulations; process;

#### **Estates Administration:**

- Take a role in procurement, tendering and purchasing, following best practice guidance
- Support in planning, development, design and monitoring of support systems/procedures/policies

#### **Standards and quality assurance**

- Provide specialist advice and guidance as required
- Support the aims and ethos of the Trust
- 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 and Safeguarding
- 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 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.

This job description is subject to annual review.

The Gallery Trust is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS). 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, satisfactory references, health clearance and NCTL and police clearance (where appropriate).

The Trust Administration Officer works for The Gallery Trust based in Oxford. However, the Trust reserves the right to deploy staff to different locations depending on the needs of the overall Trust.



**Selection Criteria**  
**Trust Administration Officer, The Gallery Trust**

	Essential	Desirable
Qualifications/ Training	English Language and Mathematics GCSE Grade C or above, or equivalent	CIPD Level 3 qualification or working towards  Relevant Degree
Knowledge and Experience	<p>Previous experience in an Administration role and an understanding of key principles required to deliver effective administration support</p> <p>Experience of working with HR policies and procedures</p> <p>Experience of working within and developing policies</p> <p>Ability to link financial implications to the consequences of employment decisions</p> <p>Experience of financial processing including purchase orders and invoicing</p> <p>Procurement of resources</p> <p>Experience of recruitment</p> <p>Understanding of how to build effective working relationships with a range of key stakeholders</p> <p>Highly competent in use of Microsoft Office</p> <p>Experience of working in a team</p> <p>Experience of working in a role that required self-motivation and individual workload management</p>	<p>Understanding of employment law and relevant statutory requirements</p> <p>Experience of working in the education sector</p> <p>Understanding of academy compliance requirements</p> <p>Knowledge of Data Protection</p> <p>Knowledge of national and local education initiatives and how they may impact on the development and management of staff in academy schools</p>
Skills, abilities and personal qualities	<p>Exemplary standards of personal integrity and behaviour, honesty, professionalism, discretion and confidentiality</p> <p>Ability to work under pressure with competing priorities and meeting deadlines</p>	

	<p>Excellent interpersonal skills: able to work and communicate effectively and confidently with varied groups of stakeholders both on the phone and in written form</p> <p>Excellent decision-making abilities</p> <p>Ability to interpret and present complex information in a logical manner</p> <p>Commitment to the culture of the Trust and the enhancement of outcomes for learners</p> <p>Proactive approach to workload Commitment to safeguarding, and the welfare of children and young people</p> <p>Excellent written communication skills, – able to deal with a variety of people sensitively, empathetically and, when necessary, assertively</p> <p>Ability to work under pressure and to tight deadlines, handling a demanding workload and prioritising appropriately</p> <p>A respectful approach to children and young people with SEND</p> <p>High levels of drive, energy and integrity, with the ability to work under pressure</p> <p>Work effectively with internal and external stakeholders, developing and maintaining successful working relationships</p> <p>Able to work flexibly: attending and contributing towards meetings and training outside of work hours and throughout Oxfordshire when required</p> <p>Willingness to undertake CPD and training</p>	
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Your application should clearly demonstrate how well you meet the above key criteria.

May 2022