



The **GALLERY TRUST**



A community of special schools



**Administrative Assistant  
Candidate Information Pack  
November 2022**



## **Welcome**

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 term. 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 we look forward to receiving your application.

Harry Paget-Wall Collins  
Executive Head Teacher

Lynne Smith  
Head Teacher



**Administrative Assistant  
Grade 6  
Actual Salary £17,482 - £19,149 per annum  
(FTE Salary £22,777 - £24,948 per annum)  
32.5 hours per week, 39 weeks per year, term time only  
Monday to Friday 8:00am – 3:00pm  
To start as soon as possible**

We are seeking to appoint an enthusiastic and dynamic Administrative Assistant to join our existing administration team.

You will:

- Have numeracy and literacy GCSE's (or equivalent), at Grade C or above
- Experience of working in a school or educational setting
- Confident in the use of internet, email and database programs
- Be committed to ongoing self-development and training
- A good team player with the ability to work on their own initiative

**Benefits of working at Orion Academy, part of The Gallery Trust**

At Orion Academy, we want to provide you with a rewarding and enriching career, which enables you to reach your full potential and achieve job satisfaction through a range of opportunities and benefits in our growing school.

Every staff member at Orion Academy is valued for the contribution they make to improving outcomes for our fantastic students, and we place a strong focus on the importance of retaining our talented and versatile staff. In a staff survey undertaken in March 2022, 100% of responses said that staff were proud to work at Orion Academy, that they enjoyed their role and that they regarded their work as meaningful.

Benefits of working at Orion 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**

- Competitive salaries for teaching and support staff based on School Teacher Pay and Conditions Document and the NJC Green Book
- Excellent terms and conditions
- Access to attractive pension plans (TPS and LGPS), linked to salary life assurance
- Generous public sector occupational sick pay
- Contribution towards glasses and eye tests for DSE use
- Salary sacrifice schemes, including childcare vouchers and cycle to work

## **Wellbeing**

- The opportunity to be a key member of a friendly and supportive staff team, dedicated and committed to improving outcomes for students
- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance
- Excellent induction processes, and strong line management structures to promote your wellbeing at work
- Generous annual leave entitlement for support staff which increases to reflect length of service
- 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, including after school clubs, such as running, 'walk and talk' and boxercise
- Family friendly policies, which promote your wellbeing

## **Facilities**

- The opportunity to work in a new, purpose-built school building, which offers an exciting environment in which to teach and learn, located just a short drive from Oxford's ring road
- Free car parking and cycle storage
- On-site catering

## **Application Process**

To apply for this post, please email an application form to [recruitment@orionacademy.co.uk](mailto: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](http://www.thegallerytrust.co.uk). If you are unable to download the application form, please call 01865 771703 or email [recruitment@orionacademy.co.uk](mailto:recruitment@orionacademy.co.uk) to request one.

Please submit your application form by **5pm on 9<sup>th</sup> December 2022** to [recruitment@orionacademy.co.uk](mailto:recruitment@orionacademy.co.uk) or by post to the Recruitment Office, Orion Academy, Knights Road, Oxford OX4 6DQ.

### **Interview Date: 16th December 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. 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.

## **JOB DESCRIPTION**

### **Administrative Assistant**

#### **Introduction**

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 the duties and responsibilities shown below will be under the reasonable direction of the School Business Manager. The School Business Manager 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.

The job description will be reviewed at least annually, and any changes will be subject to consultation. The academy's grievance procedure will be used to resolve any disagreement arising out of the job description. Other relevant policies may be the Stress at work policy and Dignity at work policy.

#### **Job Purpose**

##### **Organisation**

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, liaising with parents/staff etc
- Assist in arrangements for school trips, events etc

##### **Administration**

- In line with LA procedures and working alongside a member of the senior leadership team, arrange annual reviews of Education, Health and Care Plans, co-ordinating all relevant stakeholders and providing all relevant paperwork
- Provide general clerical/admin. support e.g. photocopying, filing, complete standard forms, respond to routine correspondence
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. pupil data, attendance
- Take notes at meetings
- Sort and distribute mail and email correspondence
- Maintain pupil records

##### **Resources**

- Operate relevant equipment/ICT packages (e.g. Microsoft Office, RM Integris, ParentMail)
- Maintain stock and supplies, cataloguing and distributing as required
- Hold a charge card for Adhoc and emergency purposes
- Receipt and logging of income

##### **Responsibilities**

- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

### **Personal Skills**

- Ability to work within a team
- A friendly welcoming disposition
- Ability to work under pressure
- Ability to manage time and workload well.
- An understanding of children with special needs
- Professional conduct
- To adhere to confidentiality

**Selection Criteria**  
**Person Specification Administrative Assistant Grade 6**

	<b>Essential</b>	<b>Desirable</b>
Education/Training	<ul style="list-style-type: none"> <li>• Previous experience of working in a school or similar environment</li> </ul>	
Qualifications/ Training	<ul style="list-style-type: none"> <li>• Good numeracy/literacy skills, equivalent to GCSE grade C or above.</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification or experience in relevant discipline</li> </ul>
Knowledge/Skills	<ul style="list-style-type: none"> <li>• Confident in the use of the internet, email and database programs</li> <li>• Use of relevant equipment/resources</li> <li>• Good keyboard skills</li> <li>• Ability to relate well to children and adults</li> <li>• Work constructively as part of a team, understanding school roles &amp; responsibilities and your own position within these</li> <li>• Communicate effectively (both verbally and in writing at all levels to a variety of audiences e.g. pupils, staff, parents, visitors)</li> <li>• Promote a positive working environment</li> <li>• Be able to prioritise workloads; have excellent time management and organisational skills</li> <li>• Be able to work under pressure and meet deadlines</li> <li>• Be able to use initiative</li> <li>• Produce accurate work</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the administration processes involved in Education, Health and Care Plans</li> <li>• Use of RM Integris</li> <li>• Use of GDrive</li> <li>• Appropriate knowledge of first aid</li> <li>• Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health &amp; Safety and inclusion</li> </ul>

# 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.



## 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.

November 2022