

The **GALLERY TRUST**



A community of special schools



**Orion**  
Academy

**Administrative Officer**

**Candidate Information Pack**

**March 2025**



## ***Welcome***

Thank you for your interest in the position of Administrative Officer at Orion Academy.

Orion Academy currently offers places to 83 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, Orion Academy, and from mainstream primary and secondary schools. All students who attend Orion Academy have an Education, Health and Care Plan, which describes their special needs and drives their educational provision.

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Students are taught through a differentiated and bespoke curriculum designed to enhance their personal and social development and academic achievement. We have a strong intent to ensure our students leave with the personal characteristics to thrive in their communities. Classes are taught in stages, not necessarily age, allowing innovation and creative approaches to teaching and learning. The Academy provides support for our students with social and emotional needs through our Academy Community Learning Team, which consists of youth workers, therapeutic and pastoral workers.

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.

Hannah Shuker  
Co-Head Teacher

Jessie Shakespeare  
Co-Head Teacher

## **Academy Administrative Officer**

### **Grade 9 Point 23**

Full time salary £33,366

37.00 hours a week

40 weeks per year (term time, 5 INSET days + 5 days)

**Actual salary £30,042**

**Start date – ASAP**

We are seeking to recruit an enthusiastic and motivated Administrative Officer to join Orion Academy. The successful candidate will be a well-organised and competent individual, who is capable of achieving quality outcomes while dealing with competing demands. You will have excellent administration, organisation, and IT skills, and you will enjoy working on projects 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.

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

#### **Career Progression**

- Be a key member of a friendly and supportive staff team who are dedicated to achieving the best for every one of our pupils
- Participate in high quality professional development opportunities which are tailored to your needs and to your career aspirations
- Develop your career in The Gallery Trust, an expanding and successful organisation which offers opportunities for progression, secondments and collaborative working with colleagues across our schools

#### **Financial**

- Competitive salaries for teaching and support staff based on School Teacher Pay and Conditions Document and the NJC Green Book
- Perkbox membership
- Access to LGPS pension linked to salary life assurance
- Contribution towards glasses and eye tests for DSE use
- Salary sacrifice schemes, including childcare vouchers and cycle to work

#### **Wellbeing**

- 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
- A culture which is open to employee ideas and encourages open dialogue
- Regular staff surveys to gain feedback on wellbeing and to drive improvements
- The opportunity to join colleagues for social events
- Family friendly policies, which promote your wellbeing
- 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) or by post to the Recruitment Office, Orion Academy, Knights Road, Oxford OX4 6DQ.

### **Application deadline: 12pm on Friday 21st March 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. 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.

# The GALLERY TRUST

A community of special schools

The Gallery Trust is a Special Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. We strive to provide the best possible specialist learning experience for all pupils.

## 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 pupils 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.

As we enter the next phase of our development and build on our many successes, we want to embrace future challenges and opportunities. 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 six special academies in the Trust located throughout Oxfordshire, with an additional academy opening in January 2024, and 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.

The Board of Trustees believes that by providing the support of highly experienced and specialised school improvement and business teams, school leaders are empowered to focus on the standards of teaching and learning, and in meeting the operational and strategic demands of running their schools.

## **Administrative Officer Job Description**

**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 School Business Manager. The 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.

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.

### **Responsibilities**

#### **Organisation**

- Provide administrative and confidential support to colleagues and manage complex administrative procedures and processes.
- Take a role in planning, development, design, organisation and monitoring of support systems/procedures/policies.
- Take on specific tasks and initiatives in order to meet the needs of the Academy.
- Enrolment of pupils in external exams
- Exams administration and assignment of tests
- Invigilation of external exams
- Ensure the school is meeting Health and Safety standards in accordance with the requirements from the Local Authority and the Health and Safety Executive.
- Cover for, deputise and support other members of the office team,
- Provide PA and secretarial support to the Senior Leadership Team
- Support student wellbeing
- Undertake finance tasks

#### **Administration**

- Deal with incoming, and making, telephone calls
- Produce and respond to a variety of complex correspondence.
- Undertake word processing and other complex IT based tasks, such as correspondence, reports, newsletters, spreadsheets, bespoke IT packages
- Undertake financial processing and finance tasks including raising purchase orders and processing invoices

- Support the administration of exam processes including registering students for exams, assigning learner numbers, submitting papers and coursework, logging and claiming certificates, issue and track exam papers.
- Take minutes at meetings, when requested
- Undertake complex arrangements, including SEND administration, recruitment and selection, induction, school trips, student transition etc
- Organise school events, e.g. assemblies, school photography, Christmas celebrations
- Organise communications and newsletters
- Provide refreshments for meetings and visitors.
- Take a role in the development and maintenance of record/information systems
- Provide detailed analysis and evaluation of data and produce detailed reports/information as required
- Complete and submit complex forms, returns, including those to outside agencies
- Liaise with a range of internal and external stakeholders including students, staff, parents/carers, professionals, agencies, Governors etc
- Undertake specific areas of work which may change and evolve
- Use specialist software for a range of tasks
- Support with the administration of attendance on a daily basis

### **Resources**

- Be responsible for the selection and management of resources
- Undertake research and obtain information to inform decisions
- Take a role in procurement and purchasing, following best practise guidance
- Operate a range of equipment/ICT packages: Word, Excel, finance software, data software etc
- Interpret matters of policy/procedure/statute to ensure the school's compliance and initiate appropriate action arising

### **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 Academy Administrative Officer

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

<ul style="list-style-type: none"> <li>● Able to work collaboratively and constructively in a team</li> <li>● Work effectively with internal and external stakeholders, developing and maintaining successful working relationships</li> <li>● Organised approach to administrative tasks and record keeping</li> </ul>	
<b>Other</b>	
<ul style="list-style-type: none"> <li>● Service-focused attitude: the desire to achieve and maintain quality and standards</li> <li>● Motivation to work with young people in a school setting</li> <li>● Willingness to undertake CPD and training</li> <li>● Commitment to safeguarding, and the welfare of children and young people</li> <li>● A respectful approach to children and young people with SEN</li> </ul>	



## 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.