



The **GALLERY TRUST**



A community of special schools

Receptionist
Candidate Information
July 2024

Welcome

Thank you for your interest in the post of Receptionist at Iffley Academy.

Iffley Academy is a very successful academy and has grown in recent years with a current number on roll of 183 students. The Academy has a long and proud history, with a school on the current site in Iffley since the 1960s. Judged as Outstanding in 2015 and 2019, the Academy meets the needs of students with a range of SEND, including Cognition and Learning Needs, Autistic Spectrum Disorder and Social, Emotional and Mental Health Needs. Our learning community is based on respectful relationships with students, created through understanding of their special educational needs, commitment to restorative approaches, and by providing outstanding teaching and pastoral care. This is a warm and caring community, dedicated to equipping students with the skills and knowledge they need to live independent lives within their chosen communities.

Iffley Academy is a member of The Gallery Trust, an expanding Special Needs Multi Academy 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. With six academies currently in the Trust, our aim is to build a community of eight to ten special schools over the next five years.

Please visit our website to find out more about Iffley Academy. If you would like to visit the school to find out more about this exceptional opportunity before you submit your application, you will be most welcome. Our staff and students will be delighted to meet you!

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



Yvette Fay
Head Teacher

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
- 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@Longford Park, Banbury (satellite provision of Orion Academy)
- The Gallery@Longford Park, Banbury (resource base for mainstream students)

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.



Iffley Academy is a community special academy for children and young people up to the age of 18 with complex special educational needs and disabilities. All of our students are individuals and we pride ourselves on taking a personalised approach.

Students have Education, Health and Care Plans with a range of needs but primarily we work with students with Moderate Cognition and Learning Difficulties, Autistic Spectrum Disorder and/or Social, Emotional and Mental Health difficulties,

The Academy was judged to be Outstanding at its most recent Ofsted inspection in February 2019, designated as a teaching school in 2018 and is part of an aspirational Multi Academy Trust – The Gallery Trust, a community of special schools, dedicated to providing outstanding education and support for young people with special needs and disabilities, enabled through: Commitment to special education; Opportunities for all to learn; Genuine respect and value.

Students work in class groups where teachers differentiate learning for all students ensuring lessons are inclusive for all.

The school has developed a comprehensive and broad curriculum, which can be found on the school's website. This curriculum, which is underpinned by detailed assessment processes, guides the learning for all students. The school has excellent links with community partners including Oxford University Gardens Libraries and Museums. Further details of this partnership can be seen here

<https://www.glam.ox.ac.uk/iffley-academy-partnership>

We understand that students are able to give their best when their needs are met, when they feel safe and when they understand their relationships with others. When a student starts at our academy every effort is made to ensure that they maximise their progress, enjoy coming to school, make new friends and feel safe. They become part of our community but most importantly their family also becomes part of our community.

Receptionist/Administration Assistant

Grade 6: £24,702 to £26,873 pro rata per annum

Actual annual salary: £13,999 to £15,224

25 hours a week, term time only (38 weeks a year)

Iffley Academy is Oxfordshire's largest special school, and we are seeking enthusiastic and motivated staff to join our thriving and vibrant community at an exciting time in our development.

Judged as Outstanding by Ofsted in 2015 and 2019, our school community is unique in many ways. Our students have a range of Special Educational Needs, including Cognition and Learning Needs, Autistic Spectrum Disorder and Social, Emotional and Mental Health Needs. We make respectful relationships with our students through our understanding of their special educational needs, our commitment to restorative approaches, and by providing outstanding teaching and pastoral care. We are a warm and caring community, dedicated to equipping pupils with the skills and knowledge they need to live independent lives. We offer individual learning pathways, vocational opportunities, and specialist therapies and interventions.

We wish to appoint a Receptionist/Administrative Assistant, who is a good team player and who will relish the opportunity to become an integral part of our community. As Receptionist, you will be the first point of contact for visitors to our academy and will have a key role in promoting the academy.

As well as receptionist responsibilities, you will also undertake a variety of administrative and clerical duties, working closely with colleagues in the administration team. You will be well versed in multi-tasking, and have excellent ICT skills, demonstrating attention to detail across all your duties. You will take a discreet and confidential approach to your work.

If you share our passion for making a real difference to the lives of children and young people with special needs, this could be the opportunity you are looking for. In return for your contribution to our team, you will work in an environment, which is innovative and well resourced, and in a role which is rewarding and fulfilling. We will provide you with induction and training, and the opportunity to join the Local Government Pension Scheme, one of the largest public sector pension schemes in the UK. This is an exciting time to join our team as we have just moved into our fantastic new school rebuild on our site in Iffley.

Application process

To apply for this post, please email your application form to:

recruitment@iffleyacademy.co.uk

You can download an application form and job pack from our website:

<https://iffleyacademy.co.uk/vacancies/current-vacancies/>

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.

Closing date for applications: 12 pm 27th August 2024

Iffley Academy 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 Iffley Academy is an equal opportunities employer and we welcome applications from a range of ethnic backgrounds to represent diversity in line with our school community.

Job Description

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 Office Manager. The Office 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.

Job Purpose:

- To manage the effective day to day operation of Reception
- To undertake a range of clerical and administrative tasks
- To work flexibly to meet the demands of the role
- To follow the academy's procedures in safeguarding and child protection

Organisation:

- Providing general clerical, administrative and organisational support to the Academy.
- Undertake reception duties, answering general telephone and face to face enquiries, taking messages, welcoming visitors, dealing with queries and deliveries, re-directing queries if appropriate
- Provide refreshments

Administration:

- Provide general clerical/admin/secretarial support e.g. photocopying, filing, completion of standard forms
- Maintain manual and computerised records/management information systems
- Undertake IT tasks
- Write routine correspondence
- Manage and administer processes and procedures (eg school dinners)
- Process and respond to incoming communications (post, email, face to face), accurate message taking, copying and distributing information.
- Manage outgoing post
- Maintain, collate and distribute pupil reports
- Undertake filing and archiving
- Undertake regular administrative tasks
- Provide administrative, clerical and organisational support to colleagues

- Format, proof and distribute documents
- Organise and prepare for events, meetings and functions
- Deputise for, and support, colleagues
- Support projects, tasks and initiatives
- Undertake tasks commensurate with the grade of the post

Resources

- Operate relevant equipment/ICT packages (e.g. word, excel, email, databases, spreadsheets, Internet, specialist software)
- Maintain stationary stock and supplies, cataloguing and distributing as required
- Provide general advice and guidance to staff, pupils and others
- Providing hospitality to visitors and colleagues

General Responsibilities:

- Provide cover for colleagues in the administration and finance team
- Carry out other duties as may be reasonably assigned by the Head Teacher
- Take on additional responsibilities, commensurate with the level and responsibility of the post, which might from time to time be determined
- Be aware of and support difference, and ensure equal opportunities for all
- Contribute to the development and implementation of the overall ethos and aims of the school
- Develop constructive relationships and communicate with other agencies and professionals
- Attend meetings as required
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to a relevant person.
- Safeguarding and promoting the welfare of all pupils
- Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and colleagues in accordance with the requirements and locally adopted policies; including taking responsibility for raising concerns with a manager.

Your application should clearly demonstrate how well you meet the above key criteria.

July 2024

SELECTION CRITERIA

Receptionist

Qualifications and training

Good numeracy and literacy skills	Essential
Excellent ICT skills, including Microsoft Word and Excel: accurate and rapid keyboard skills	Essential
GCSEs to include English and Maths A* to C – or equivalent i.e. Level 3 or above	Essential
First Aid training	Desirable

Experience and knowledge

Experience of working as a receptionist or in an admin role	Essential
Experience of working in a role which requires high levels of confidentiality and discretion	Essential
Experience and knowledge of Microsoft Office packages	Essential
Experience of responding to correspondence	Essential
Experience of working in an educational environment	Desirable

Skills and Attributes

Good organisational, administrative and secretarial skills	Essential
Methodical and organised approach to tasks, with attention to detail	Essential
Excellent standards of personal integrity and behaviour, honesty, professionalism, discretion and confidentiality	Essential
An understanding of Data Protection	Essential
Ability to work calmly under pressure with competing priorities and meeting deadlines	Essential
Excellent interpersonal skills: able to work and communicate effectively with varied groups of stakeholders by telephone, in writing by email and in person	Essential
A positive and flexible personality, with an ability to work across a range of areas and tasks	Essential
Good problem solving abilities	Essential
A wish to work with children and young people: a warm and patient manner	Essential
Good team player: able to use initiative when appropriate	Essential

Professional qualities

Professional, smart appearance	Essential
Willingness to comply with school policies	Essential