

Application Pack

ADMINISTRATIVE AND REPROGRAPHICS OFFICER

RICHMOND SCHOOL



August 2021

Dear Colleague

Thank you for your interest in joining our team at Richmond School and Sixth Form College. This is an exciting time in terms of our development and a fantastic opportunity for a keen and talented Administrative and Reprographics Officer to help shape our future.

Richmond School and Sixth Form College is an exciting, forward-thinking, inclusive and caring place to work and study.

On visiting, there’s an immediate sense that it is more than just a school, it is a community within a community and students, visitors, parents and staff often comment on the special 'buzz' they feel when they are here. It’s hard to pinpoint, but it’s a combination of many factors that unite to make this such a special place. Dedicated teachers, fabulous facilities, a wonderful heritage, a sense of belonging and incredible students all combine to make the school the exceptional place that it is. Our broad, rich curriculum and extra-curricular provision mean there is a genuine culture of constant improvement and going over and above for the students we teach and anybody appointed to this role would need to be of a similar mind-set.

Students work hard to demonstrate and develop the school's six values - Creativity, Excellence, Independence, Resilience, Respect and Teamwork. Our values are integral to each child’s education, both academically and in extra-curricular activities and they underpin everything we do. We encourage our students to apply these values every day. As a result of a positive culture and the rigorous application of our policies, students learn well and behave well. There is a calm atmosphere in the school and students tell us they feel safe and well supported.

I do hope the above inspires you to apply for the post being advertised.

I look forward to reading your application and to welcoming a creative and dynamic colleague to Richmond School. If you would like to know more about the school, please visit our website richmondschool.net and our short video https://www.richmondschool.net/about-us/transition/ which will give you a flavour of the school. If you have any questions about the role then please contact admin@richmondschool.net and they will guide your query to the most appropriate person.

Yours sincerely 

Jenna Potter

Headteacher

**Job Description**

**Job Title:** **Administrative and Reprographics Officer**

**Grade:** **Grade: Grade D (points 4 - 6) £15,371 - £15,992 actual salary**

**Contract: Permanent. Term time only inc training days plus 5 days**

**Hours: 34.5 hours per week: 8.30am until 4.30pm (4.00pm on Friday)**

 **(1 hour lunch break)**

**Responsible to: Administrative/HR Manager**

**Job Purpose:**

To undertake a range of key tasks within the Administrative Team, which may vary throughout the school year.

**Key Tasks:**

* Fulfil the general tasks of a clerical and administrative nature and be part of the wider Administration Team that ensures the smooth running of the school.
* Work under the direction of our Educational Visits Co-ordinator (Deputy Headteacher, Charlotte Wardle) to ensure that educational visits and activities are properly and accurately processed and managed.  This includes maintaining the Educational Visits Database, ensuring that consent is in place, appropriate risk assessments are completed, correspond with parents, use Parent Pay system in order to set up payment schemes.
* Oversee the letting of school facilities and deal with current and potential customers using the facilities booking system. Liaise with the on-site lettings team and Community Sport Staff to ensure events run smoothly.
* To be responsible for photocopying and printing to support the curriculum and administrative tasks required by the school whilst ensuring that the school produces its materials cost effectively and using the most efficient medium possible.
* Ensure that the school stationery/paper store meets the needs of the school and that stock is maintained efficiently and is available as and when required.
* Undertake reception/student services and first aid duties as required, including the handling of cash.
* Receive and deal appropriately with incoming calls to the school as required.
* Whilst this job outline provides a summary of the main duties and responsibilities, this may need to be adapted or adjusted to meet changing circumstances.  Such changes would be commensurate with the grading of the post and would be subject to consultation.

**Other responsibilities**

**Safeguarding**

To be responsible for safeguarding and promoting the welfare of children and young people and adults, raising concerns as appropriate.

**Confidentiality**

Ensure that confidentiality and discretion is maintained at all times when dealing with school matters.

**Data Protection**

Comply with the Trust’s policies and supporting documentation in relation to Information Governance this includes Data Protect, Information Security and Confidentiality

**Health and Safety**

Be aware of and implement your health and safety responsibilities as an employee and, where appropriate, any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety Policy and Procedure. To work with colleagues and others to maintain health, safety and welfare within this working environment.

**Equalities**

We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. Within own area of responsibility, work in accordance with the aims of the Equality Policy Statement

**Training and Development**

To participate in any development opportunities and training events that are relevant to the post holder’s duties. To participate in the School’s performance management programme.

All staff are required to comply with the Trust's policies and procedures.

**Person Specification**

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| --- | --- | --- |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Training*** Appropriate qualifications to demonstrate that you are numerate and literate (minimum 5 GCSEs A\*-C).
* Excellent keyboard skills.
* Qualified in basic first aid.
 | XX | X |
| **Experience*** Evidence of working in previous administrative roles.
* Evidence of working in previous reprographics roles
* Ability to undertake mail merge, PowerPoint and the use of databases to extract and process data for a range of purposes.
* Experience of dealing with customers, (some of whom may wish to complain or be upset) both in person and over the telephone.
 | X         X | XX |
| **Skills & Knowledge*** Demonstrable IT skills and ability to use them as a key part of your role.
* Good written and verbal communication skills: able to communicate effectively and clearly with a range of staff, young people, their families, carers and other visitors to the school.
* Demonstrable evidence of own commitment to personal development.
 | XXX |  |
| **Personal Qualities*** Demonstrable interpersonal skills.
* Ability to work successfully within a team.
* Able to exercise judgement.
* Ability to maintain confidentiality at all times.
 | XXXX |  |
| **Other Requirements*** To be committed to the school’s policies and ethos.
* To be committed to continuing professional development.
* Motivation to work with children and young people.
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
* Emotional resilience in working with challenging behaviours and attitudes.
 | XXXXX |  |
| **Equal opportunities*** To assist in ensuring that the school’s equalities policies are considered within the school’s working practices in terms of both employment and service delivery.
 | X |  |

**APPLYING FOR A JOB WITH ARETÉ LEARNING TRUST**

**IMPORTANT ADVICE ON COMPLETING THIS APPLICATION**

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

**Rehabilitation of Offenders**

If the post you are applying for requires you to have a Disclosure and Barring Service (DBS) check you will be required to disclose full details of your criminal history prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

A DBS check will be carried out for successful applicants where the post involves access to children and/or vulnerable adults. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the authority. Any information given will be completely confidential and will be considered only in relation to this application.

**Canvassing**

You must not try to influence any staff members, governors or directors of Areté Learning Trust to act in your favour, as this will disqualify you. If you are related to a trust member, director, employee or governor you must indicate this in the relevant section of the application form.

**How to apply**

Please forward your completed application form to recruitment@aretelearningtrust.org stating the title of the post you are applying for in the subject box.

The closing date for receipt of applications is **9am on Monday 23rd August 2021.**