



We Co-operate
We Pioneer
We Belong



Admin & Reprographics Apprentice APPLICATION PACK



Dear Colleague

Welcome to Kingsway Park High School and thank you for your interest in us.

Kingsway Park High School is proud to be a vibrant, inclusive and diverse school with approximately 1350 students, 47 different nationalities and 25 spoken languages. We have state-of-the-art facilities, and we provide an individualised and unique curriculum offer for all students regardless of their starting point, gender, ethnicity, faith or need.

We care for, nurture and develop the whole child while improving aspirations, learning and achievement for all. In addition to ensuring each student's academic potential, we also prepare them to be socially responsible citizens who can flourish in society and give back to their local community. We seek to remove any barriers of inequity, which prevent equality of opportunity so that all students can aspire and be inspired to realise their dreams.

Our school has a strong sense of community, purpose and belonging. We value our students and recognise that success looks and feels different for each one of them. However, what is consistent is our team of passionate, enthusiastic and committed staff who work relentlessly in the pursuit of excellence for the students and community we serve.

We have a strong commitment and belief in developing staff at all levels. We seek to recruit and retain colleagues whose drivers match our school ethos and are committed to their own professional development. Successful candidates will receive a high-quality induction, appraisal, continuous development programmes (including nationally recognised leadership qualifications), and opportunities to contribute to whole school impact projects throughout their Kingsway careers.

I hope you find this application pack helpful in making your decision to apply for this exciting career opportunity. If you have any questions for us, do get in touch, we are always here to help.

I would like to thank you for your application, investment of time and - whatever the outcome - I wish you well in the future.

Yours sincerely



Simon Ward
Headteacher

Making your application

I hope that when you read this pack you are inspired to apply for the post.

Application

1. Complete the Altus Education Partnership application form.
2. Provide a supporting statement of no more than one side of A4 which should address the criteria in the person specification.
3. Send your completed application form by email to recruitment@altusep.com

Deadline

The deadline for the post is **26/03/2025** (to arrive no later than 12.00 midday).

Interviews are expected to take place week commencing **31/04/2025**.

Shortlisting

Regrettably, we are unable to inform candidates who have not been shortlisted. If you do not hear from us, please consider your application unsuccessful this time.

Salary

The post will be paid in line with apprenticeship rates.

Start Date

01/09/2025

For an Application Pack

1. Visit www.altusep.com
2. Contact Caroline Sullivan – HR Officer: recruitment@altusep.com
3. Telephone 01706 769999

Reward Package & Additional Benefits

We offer a comprehensive package, including membership of our outstanding Teachers' Pension Scheme; our 'Employee Benefits Programme' which provides a range of options including:

- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support, and counselling on a range of subjects.
- Generous holiday entitlement

Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974. In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates. It is also Trust policy to contact at least 1 reference prior to interview.

Background Information

Kingsway Park High School

Kingsway Park High School joined the Altus Education Partnership in February 2022. KPHS students live in and travel to us from communities all over Rochdale and the surrounding areas. We are very proud of the high-quality facilities, resources, and environment that we provide for both staff and students.

We hold our school values of **Trust, Professionalism, Integrity, Respect, Kindness and Effective Communication** at the core of everything we expect from our students. Students are awarded when they consistently demonstrate our values.

If you would like to visit the school to get a feel of who we are and where we are going, we would warmly welcome you.

Altus Education Partnership

Altus Education Partnership is a Multi Academy Trust and was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from the Trust's desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises four academies, including ourselves. The other three academies are:

- **Rochdale Sixth Form College** which opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has raised achievement in the area dramatically and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly one of the highest performing colleges in the country according to the DfE's Performance Tables and National Achievement Rate tables.
- **Edgar Wood Academy** is a secondary school which opened in a new build in 2021 under Wave 13 of the Free Schools' programme. The Academy has already established a strong reputation in the local community and is significantly over-subscribed for 2024-25
- **Bamford Academy** is an Ofsted rated Good school providing a caring and nurturing environment for all of its pupils; it is a popular first choice for many parents and young people in the local community

We are delighted that **Caldershaw Primary School** will join Altus Education Partnership on 1st July 2025.

Altus Education Partnership is now on the cusp of significant and rapid growth, with a high number of schools indicating an interest in joining the Trust, and seven of these schools entering into a Trust Partnership Agreement. This means that while the Trust currently has around 4,500 students and 500 staff over 4 academies, within three years this could easily increase to around 10,000 students, 1,000 staff and 10 or more academies.

Additionally, the Trust has codified and solidified its relationship with a number of key educational partners in the borough. Most notably, and uniquely in the sector, Altus has a Memorandum of Understanding with Hopwood Hall College around the curricula the two colleges offer, and to support transition of students to post-16 education.

Role Description

Job Title:	Administration & Reprographics Apprentice
Reports to:	Office Manager
Staff Responsibility for:	N/a
Contract:	Apprenticeship
Salary:	In line with apprenticeship rates
Start Date:	September 2025

Overall Purpose of the Post

To provide general administrative support to the school office while developing knowledge and skills in administration and reprographics. The role will involve assisting with daily office tasks, supporting reprographics services, and ensuring the smooth operation of administrative functions within the school.

The apprentice will receive on-the-job training, alongside formal learning through an approved apprenticeship provider. This will include:

- Gaining a qualification in Business Administration (or a related field).
- Hands-on experience in administration and reprographics.
- Mentorship and support from experienced staff.
- Opportunities to develop IT, communication, and organisational skills.

Other:

General Administration:

- Provide front office support, including greeting visitors, answering the phone, and responding to emails.
- Assist with data entry, filing, and maintaining accurate records.
- Support the preparation and distribution of school documents, letters, and reports.
- Assist with arranging meetings, preparing materials, and taking minutes where required.
- Support attendance monitoring, including following up on absences.
- Help maintain office supplies, ensuring stock levels are managed.
- Support with updating and maintaining school databases and management systems.
- Assist with handling incoming and outgoing post.

Reprographics Services:

- Copy and print required resources, including internal examination papers, revision guides, and other materials for staff.
- Organise special printing and copying requirements, such as booklet printing, stapling, and large format printing.
- Manage the flow of print jobs and ensure deadlines are met.
- Maintain, troubleshoot, and repair basic issues with reprographics equipment, including photocopiers, printers, and laminators.
- Liaise with external suppliers and engineers when necessary for equipment servicing and maintenance.
- Provide guidance and training to staff on the safe and effective use of reprographics equipment.
- Monitor and manage stock levels of paper, toner, and other consumables, placing orders as required.
- Liaise with the IT team regarding issues with the print server and networked devices.
- Maintain a clean and organised reprographics area.
- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An enhanced DBS check will be carried out on the successful candidate.
- The Trust is committed to equal opportunities for all.
- The successful candidate will be required to complete a satisfactory medical screening assessment and provide two satisfactory references, identity check and right to work.
- The terms and conditions are specified within the contract of employment.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Person Specification

No.	CATEGORIES	Assessed by:		
		Essential/ Desirable	App Form	Interview
1.	Willingness to undertake an apprenticeship in business administration or a related field.	E	√	√
EXPERIENCE				
2.	Strong organisational skills and attention to details	E	√	√
3.	Some experience in an office or administrative setting (e.g. through work experience or part time roles)	D	√	
4.	Familiarity with reprographics equipment and printing processes	D	√	
5.	Knowledge of design software such as Photoshop or Illustrator	D	√	
ABILITIES, SKILLS AND KNOWLEDGE				
6.	Strong organisational skills and attention to details	E	√	√
7.	Ability to work as part of a team and independently	E	√	√
8.	Good communication skills both written and verbal	E	√	√
9.	Basic IT skills, including Microsoft Word, Excel and PowerPoint	E	√	√
10.	Willingness to learn and develop skills	E	√	√
11.	Ability to maintain confidentiality and work in a professional manner	E	√	√
12.	A proactive and positive attitude towards learning and supporting the school	E	√	√
13.	Understanding of school environments and the importance of safeguarding	D	√	
PERSONAL CHARACTERISTICS				
14.	An unwavering commitment to the Altus Education Partnership's vision, mission and values	E	√	√
15.	Willing to be accountable and to take personal responsibility for own actions.	E	√	√
16.	Resilience and the ability to grow professionally and flexibly within a start-up and developing organisation	E	√	√



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