



Glyn
School

Communications, Media and Reprographics Administrator

Hours of Work: 25 per week Monday to Friday

Salary: Associate Level 3

FTE: £22,982-£26,296

Pro Rata: Term time only £16,774-£19,193

Dear Applicant,

Thank you for your interest in our vacancy. Glyn School is a comprehensive school for boys aged 11 to 16, and a successful mixed Sixth Form. Founded in 1927, we have a rich history of academic excellence, sporting prowess, artistic achievement and service to the community. The school carries the responsibility of being graded 'outstanding' by Ofsted in 2000, 2012 and again in 2023. In 2014 we were designated a Teaching School, one of a select number that represent the most outstanding and innovative practice nationally. We were also awarded SCITT status in 2015. Finally, we have the privilege and responsibility of being a founder member of GLF schools, a Multi Academy Trust (MAT) where the focus on collaboration, leadership and school improvement enables students to 'Grow, Learn and Flourish'.

At Glyn School we hold high expectations of all our students in every respect. We aspire to provide students with an outstanding learning experience each and every day. Every decision that we make is centred on their learning and achievement as we seek to enable each one to meet and exceed their potential. Our incredibly dedicated and talented staff never give up on a student.

Glyn School's Vision



Glyn School inspires a love of learning and achievement that is founded on the virtues of integrity, kindness, respect and endeavour. Every person is highly valued and encouraged to achieve their full potential. Students are supported to develop and express their character, empowering them to positively contribute to their community. We are a values-driven school and thus our values underpin all we do.

Integrity and Respect - Integrity means 'doing the right thing, even when someone isn't looking'. A school community motivated by integrity and embodying a true understanding of respect and care for others is a successful school. We foster mutual respect between all members of our community and help students develop self-confidence and self-respect, so that they become well-rounded young people.

Kindness - Kindness is a type of behaviour marked by acts of generosity, consideration, showing assistance or concern for others, without expecting praise or reward. Our culture is positive and supportive, which increases students' sense of belonging and happiness towards their learning and school experience.

Endeavour - We nurture students to strive to achieve their true potential through perseverance, hard work and resilience. We place an importance on teamwork and developing independence, where all students are encouraged to embrace challenge, which leads to success and achievement.

We want you to enjoy working at Glyn School and we warmly welcome you to visit us and experience our vibrant, thriving and supportive atmosphere that makes Glyn School the right choice for you.

Mrs Jo Garrod

Headteacher

The Associate Team at Glyn School

The Admin Team at Glyn School are friendly and supportive and form part of the wider Associate staff team at the school. Our Associate team members include Faculty Technicians, Learning Mentors, LSAs & HLTAs, Non-Educational Support staff and the Premises Team.

We are fully committed to learning from each other and sharing good practice. As such, we work together to create an encouraging and rewarding working environment. There are opportunities to participate in training and all staff have free access to an online suite of tailored training packages via The National College.

We have lots of benefits included in our remuneration package such as becoming automatic members of the Local Government Pension Scheme, free access to a 24-hour Employee Assistance Programme, Tax-Free Child-Care Voucher Scheme and flexible working practices. We are proud to be members of GLF Schools, which provides many CPD and career development opportunities.

All new Associate staff receive an excellent induction programme and continuous support from their line manager and members of their team. We aim to create an enjoyable and productive working environment, where hard work and success are celebrated by all.

Job Title	Communications, Media and Reprographics Administrator	Job Reference	
Location	Glyn School	Travel required	No
Grade	Associate 3	Responsible to	Assistant Head Teacher
Core purpose			
<p>Oversee the production and creation of all external communications, such as the website, school newsletter, social media platforms, the school prospectus, and advertisements, the purpose of which is to market the school, and to provide key information for internal and external stakeholders.</p> <p>Provide practical design support for LMT, teaching and associate staff for key publications such as brochures, programmes, leaflets, booklets, and signage.</p> <p>Provide technical support including the making of photo montages and videos for key events and ensure that the archive of photographs of teaching and learning and key events is constantly updated and then used to enhance the school's displays and working environment.</p> <p>Provide reprographics support to ensure the efficient and timely production of large-scale photocopying.</p>			
Key Accountabilities - Communications			
<p>Oversee the production and creation of all external communications, such as the website, school newsletter, social media platforms, the school prospectus, and advertisements, the purpose of which is to market the school, and to provide key information for internal and external stakeholders:</p> <ul style="list-style-type: none"> • Manage and update the school website to ensure it meets statutory requirements and is a vibrant, informative and effective means of communicating with parents and external stakeholders • Produce and distribute the Glyn School Newsletter and Bulletins on a weekly basis • Manage and increase the school's social media presence with timely updates • Produce and update the Year 7 and Sixth Form prospectuses • Market the school's Open events for the pillar school and the Sixth Form using the most appropriate media • Manage the content on display on the plasma screens on a weekly basis <p>Provide practical digital design support for teaching and associate staff for key publications such as handbooks, brochures, programmes, leaflets, booklets, and signage:</p> <p>Ensure that there is a consistent approach to the design of key publications and that these are proof-read to ensure they provide accurate and relevant information. This is likely to include but not be limited to:</p> <ul style="list-style-type: none"> • The Staff Handbook • Year 7 Prospectus • Sixth Form Prospectus • Programmes for Celebration Evenings, Drama and Music productions • Signage for Open Evening, Sixth Form Open Evening and Open Mornings and events • Design and produce School cards and certificates <p>Provide technical support including the making of photo montages and videos for key events, and ensure that the archive of photographs of teaching and learning and key events is constantly updated and then used to enhance the school's displays and working environment:</p> <ul style="list-style-type: none"> • Create photo montages/videos for Open Evenings and Mornings, Celebration Evening events • Ensure that key school displays and the school environment are visually stimulating and vibrant 			

Key Accountabilities - Reprographics

PPE's and Progress Checks:

- Ensure the accurate efficient and timely production of assessment materials throughout the year, and exam papers for the Year 11 and Year 13 mock examinations
- Liaise with Head of Subjects, Head of Years and Exams regarding timetable and printing requirements, including modified papers
- Coordinate with Exams for collection and storage of papers
- Liaise with Head of KS3 to coordinate Progress Checks timetable and print class registers
- Distribute Progress Check papers to appropriate teacher
- Coordinate the return of Progress Check papers as required

Other reprographics tasks:

- Support departments with large-scale photocopying of resources, booklets and revision guides
- Produce key publications as required including handbooks, booklets, programmes and signage

To assist in the maintenance of all school photocopiers:

- Liaise with service engineer ensuring regular maintenance and photocopier downtime is kept to a minimum
- Perform regular maintenance checks of all photocopiers across the school site and manage replacement toner, staples and waste toner boxes
- Manage the recycling of empty toner boxes, ensuring regular collections

Paper Stock ordering:

- Liaise with supplier regarding stock
- Maintain sufficient reprographics stock levels, including coloured paper
- Place orders and raise purchase orders
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Personal Development/Continuing Professional Development

- Be responsible for your own professional development
- Actively engage in training provided by GLF for continued professional development

School Ethos

- Contribute to the overall ethos/work/aims of the school
- Attending and participating in meetings scheduled in the school calendar punctually
- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile, but which is within the remit of the duties and responsibilities
- Playing a full part in the life of the school community, supporting its distinctive ethos and encouraging staff and students to follow this example

Safeguarding

- GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion

Job Title: Media Production & Design Officer – Person Specification		
	Essential	Desirable
Professional and Experience		
Experience of content writing for social media channels and website	√	
Experience of using design software, including Adobe, Canva, Photoshop or similar		√
Experience of video content creation and digital photography	√	
Experience of project management of the design and production of key marketing materials		√
Knowledge and Skills		
Ability to accurately proof-read	√	
Strong administrative and organisational skills	√	
Excellent IT skills	√	
Good literacy skills	√	
Excellent written and communication skills including the ability to tailor communication to a range of audiences using a variety of mediums	√	
Strong prioritisation and organisational skills	√	
Ability to work to a high level of autonomy using own initiative	√	
Able to plan and manage a busy and varied workload	√	
Qualifications		
Educated to GCSE/O'Level in English and Maths	√	
Evidence of continuous professional development, particularly in relation to contemporary media applications, software and content management tools	√	
Personal Attributes		
Excellent communicator both orally and in writing	√	
Creative flair	√	

Positive and solution focused with a flexible approach to work	√	
Self-motivated and proactive	√	
Reflective and keen to develop self and others	√	
High levels of integrity, able to ensure confidentiality	√	
Able to influence and inspire confidence and trust	√	

Making an application

Please apply by the closing date shown in the online advert. In the event of difficulty, please email Kerry Penegar HR Manager k.penegar@glynschool.org.

It is important that you explain clearly in your supporting statement why you are applying for the role and how you have been equipped for it by your experience and qualifications. If you have been shortlisted for interview, we shall contact you soon after the closing date. Please ensure we have a daytime number or email address so that we can get in touch to make the necessary arrangements. If you do not hear from us, then you may assume that your application has been unsuccessful on this occasion, but we should like to thank you for your interest in working at Glyn School.

We reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a high level of response. Therefore, we would recommend that you submit your application as early as possible.

References

When providing details of referees, applicants must provide two references. One reference should be from your current employer or if unemployed, your last employer. Where possible, references should be from separate sources and not from the same organisation or employer. All referees should have known you for at least one year or more and cannot be from a spouse, partner, friend or relation or from someone with whom you live.

The school will contact referees for verification. Please ensure that you have permission to provide their details on the application form.

Interviews

The interview process will include an interview and an activity and a school tour. Please note due to high numbers of interested candidates, we will only contact candidates whose applications are shortlisted to attend interview.

Safeguarding

Glyn School is fully committed to safeguarding. If you are invited for interview, you will be required to provide original documentation to prove your identity (e.g. passport, driving licence, P60/45) and original exam qualification certificates. Successful applicants will be required to complete a disclosure form to enable an enhanced DBS check to be undertaken. Information from the DBS check will be held in strict confidence. You will also need to provide proof of your eligibility to work in the UK and complete a Medical Declaration.

Data Protection

Should you be unsuccessful with your application the school will confidentially destroy your Application Form after six months of its submission. If you are successful in your application this information will be kept securely as part of your personal employment record.

Equality and Diversity

Applications are welcome from all sectors of the community. No job applicant will be treated less favourably because of his or her sex, race, colour, ethnic origin, age, marital status, disability, religion or belief, sexual orientation, or by any other condition or requirement that cannot be shown to be justified.