



# Media & Reprographics Co-ordinator TOR BRIDGE HIGH, Plymouth

Closing Date: Friday 13th December 2024

The logo for Ted Wragg Trust is located in the bottom right corner. It features the name "Ted Wragg" in a large, blue, sans-serif font, with "TRUST" in a smaller, blue, sans-serif font to the right. A thin blue line is positioned below the "Wragg" part of the name.



# Tor Bridge High

This is an extremely exciting time to be joining Tor Bridge as we are new members of the Ted Wragg Multi Academy Trust who are an ambitious and inclusive trust of schools. Working as part of this Trust will enable us to strengthen our community through providing the very best education for our young people, no matter what their background. Students will leave us with the skills and support they need to be the best that they can be, becoming ambitious, independent and positive members of our community.

Tor Bridge High is situated on a large site with excellent modern facilities and resources, having been rebuilt in 2012. We are a truly unique community school with close partnerships between our outstanding on-site primary school, Tor Bridge Primary; special school, Cann Bridge; and community assets such as a Estover Library and The Soundhouse Arts provision as part of our shared campus. Our School is a well-established secondary school, with a thriving sixth form. Tor Bridge High caters for up to 1,250 students and is oversubscribed; it has been oversubscribed consistently for many years and this affirmation from our community is something we are immensely proud of.

Close partnerships ensure numerous opportunities for both staff and children to collaborate, and grow great people. The aim is to secure high achievement and to maximise outcomes, aspirations and wellbeing for all children and young people in the learning community. Just as we are committed to ensuring the best for our students, so too is this true of our commitment to our colleagues. We want you to reach your full potential and enjoy the benefits of working as part of a friendly, collaborative and professional team. We actively encourage continuing professional development and strive for a working environment which innovates and celebrates success.

In our most recent Ofsted inspection (November 2021), in which we were, once again, rated as Good in all aspects; Ofsted noted that “staff and pupils have strong relationships” and that teachers have “high expectations of our students”. What is more, leaders have “a clear vision for the school”. This year we are thrilled to report the best GCSE results to date with over 44% of our students achieving Grades 5 and above.

We have clear expectations that our staff and students demonstrate our core values of Courage, Love and Ambition in everything they do as part of our school community.



As a potential candidate, if you are excited and passionate about being a part of the journey to be unashamedly ambitious for all learners and you share our passion for creating a culture which supports the highest of expectations encouraging our values of Courage, Love and Ambition, then we can offer you the chance to make a difference, and we very much look forward to receiving your application and welcoming you to Tor Bridge High.

# Ted Wragg Trust



An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



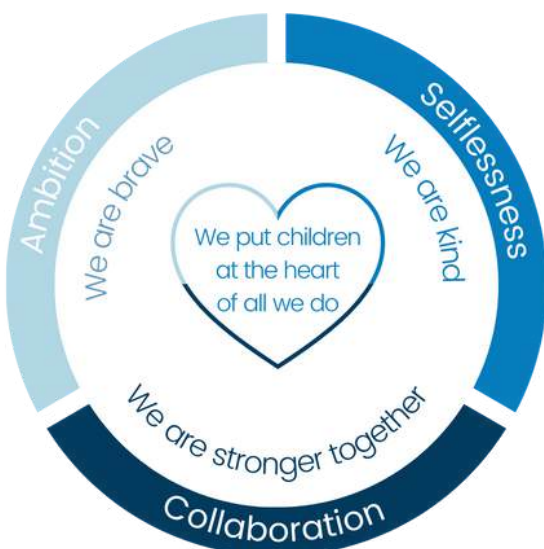
Welcome from the Ted Wragg Trust  
CEO, Moira Marder



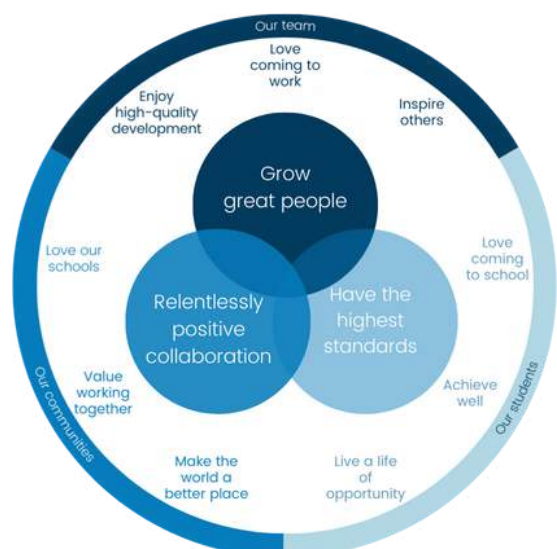
On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working with us. The Ted Wragg Trust (TWT) is an **ambitious** and **inclusive** Trust of schools **strengthening our communities** through **excellent education**. Our values driven, rapidly growing 2-18 Trust has the highest expectations for every child, every day, with social justice at our core.

This is a hugely exciting time for us as a growing Trust who work closely with other local schools and Trusts across Devon.

We demonstrate our love through our values



How we will succeed



# Advertisement

The Media and Reprographics Co-ordinator will support the whole school media strategy by creating videos, photographs and displays, as well as other marketing and social media materials. They will also contribute to creating and preparing curriculum and administrative material using graphics, and reprographic resources and equipment.

Experience in a similar role would be advantageous but is not essential. We are looking for someone with the ability able to effectively communicate on social media and with high quality displays using various creative tools to celebrate our school and share with our partners.

If you:

- have a minimum of a Grade \* GCSE in English and Maths
- have an A Level (or equivalent Level 3 Qualification) in a creative subject
- have a flare for creativity
- have experience in the use of digital editing tools and creative suites such as Adobe Photoshop, Canva, Microsoft Office, and video editing tools
- are able to communicate effectively with colleagues
- are resourceful, organised and creative
- can work to tight deadlines that can change without notice
- are calm and approachable
- have a commitment to high standards and expectations
- are able to co-ordinate multiple projects effectively
- have an eye for detail and a passion for creativity

Then we would love to hear from you.

The school is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to undertake an enhanced DBS check. Checks will also be made with previous employers.

# Key Details

Job title: Media & Reprographics Co-ordinator

Location: Tor Bridge High, Miller Way, Plymouth

Grade: Grade D, Point 8 - 14

Salary: Range £25,992 to £28,624 (actual salary £18,587 to £20,470)

Hours: 30 hours x 40 weeks per annum

Closing date: Friday 13th December 2024

Interviews: To be confirmed

Required from: January 2025

If you share our mission to have the best outcomes in the country by 2027, we would love to hear from you.



## How to apply

If you would like an informal conversation about this role, please contact Human Resources at [TBH-HR@torbridge.net](mailto:TBH-HR@torbridge.net) or call reception on 01752 207907

Please follow application process on Ted Wragg Trust Website with the QR code below:





# Job Description

## Job Purpose

- Responsible for managing the company's reprographics (print and document reproduction) operations, as well as overseeing media-related activities. This role involves coordinating printing tasks, maintaining equipment, handling media content creation, distribution, and assisting with the production of both digital and print materials. The position requires strong organisational, communication and technical skills, with a keen eye for detail

## Main duties and responsibilities:

### Management

- To ensure the smooth running of the Reprographics department and print service, including managing the department's workload to meet specific deadlines and requirements.
- Manage the department's budget including print inventory, ordering supplies, and maintaining records of print usage and costs.
- Troubleshoot and resolve issues with reprographics equipment to minimise downtime.
- To work with the Director of Business Operations to organise tenders for photocopiers when contracts cease.
- Ensure compliance with safety and maintenance standards for reprographics equipment.

### Media

- Assist with the creation, editing, and distribution of digital media content, such as video, graphics, and photography.
- Coordinate media posts, including promotional photos, videos and social media content.
- To photograph students, staff and events for use in social media, databases or displays.
- To ensure the school's social media accounts are kept up to date with relevant and current information, being pro-active in capturing school events by the appropriate means, i.e., camera, video footage, etc.

### Reprographics

- Coordinate the printing and reproduction of materials.
- Ensure timely delivery of print jobs while maintaining accuracy and quality standards.
- To design, create, prepare and produce a range of complex documents from various sources and to specified deadlines, including using Microsoft, Adobe and Canva software.
- To design and create eye-catching displays, banners and wall art using Adobe Photoshop, Canva and other professional applications as appropriate. To check and maintain the displays across the site, removing and adapting out of date display items.
- To act as the main co-ordinator for displays and publications for events such as Open Evenings and Information Evenings.
- To co-ordinate the school-wide Home-Learning project, each term, including collating data from Curriculum Leaders, completing templates and contacting external printers.
- Assisting the Senior Leadership team with creating new templates, designing and developing branding, and completing requests to tight deadlines.

## Health & Safety:

- Work within the requirements of the Academy's Health and Safety policy, performance standards, safe systems of work and procedures.

## Other job requirements:

- To be aware of and comply with policies and procedures relating to ICT, child protection, health and safety, security, GDPR, data protection and confidentiality, reporting all concerns to an appropriate person.
- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Academy's constitution and its policies and procedures.
- To be active in your continued professional development and have an interest and ambition in improving their practice.
- Undertake other duties appropriate to the grade of the post.

This document outlines the duties required of the post-holder for the time being to indicate a level of responsibility. It is not a comprehensive or exclusive list and from time to time duties may be varied which do not change the level of responsibility or the general character of the job.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.



# Person Specification

Qualifications	Essential	Desirable
Minimum of 5 GCSEs (or equivalent) to include Grade 9 - 4 in English Language and Maths.	●	
A Level (or equivalent Level 3 Qualification) in a Creative Subject		●
First Aid or willingness to be trained	●	
Experience		
Previous Office experience	●	
Previous Social Media/Creative Media experience	●	
Experience of using IT management information systems	●	
Experience of working in an educational establishment		●
Experience of working with student attendance data - particularly Bromcom		●
A proven track record in working within an administrative environment		●
Skills and Knowledge		
Excellent administration skills	●	
Excellent inter-personal skills	●	
Ability to communicate with people of all ages	●	
Work to often tight and pre-defined deadlines	●	
Deal with confidential and/or sensitive information or issues	●	
Operate within policies and procedures with an awareness of equal opportunities	●	
Establish and develop good working relationships with staff and students	●	
Work under pressure, always adopting a professional profile	●	
Ability to co-ordinate multiple projects effectively	●	
Personal		
Have a willingness to extend skills through appropriate training.	●	
Able to work using own initiative or as part of a team	●	
Able to remain calm and positive under pressure	●	
A passion and desire to drive things forward.	●	
The confidence to take risks and do things differently.	●	
Commitment to working within the School's Safeguarding Policy and Procedures	●	
Commitment to high standards and expectations	●	
Flexibility to work outside school hours.	●	
An eye for detail	●	
Creative	●	

Tor Bridge High and the Ted Wragg Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.



# Why work at Tor Bridge High?

## Relationships & Culture

Building a positive culture underpins any successful school and we, therefore, work hard as a team to create a culture rooted in mutual respect, in which teachers can teach and students can learn. We believe that students should be Ready, Kind and Safe for learning and our Ten Habits of Excellence are explicitly taught through our pastoral curriculum.

At Tor Bridge High, we pride ourselves on setting the highest of standards for our students and we uphold these through positive relationships that are built on trust, kindness and safety. Staff are supported through a consistent and centralised behaviour system underpinned by a dedicated pastoral team.

## Continuing Professional Development

At both Tor Bridge High and the Ted Wragg Trust, we invest in our staff as part of our Trust 'Grow Great People' strategy. We are committed to growing you into the best leader possible and believe that staff development is fundamental to building a highly ambitious and aspirational school. Moreover, we are proud to have a staff body who have high expectations for themselves and who model these to our students in order to create the same culture at all levels.

Staff are the most valuable asset within a school, thus, our second-to-none commitment to coaching encompasses both 'instructional coaching' for teaching and 'leadership coaching' to foster the development of our teams and the continuous improvement of our staff. At Tor Bridge High, there is a culture of feedback with an emphasis on self-reflection and impact. All staff receive personalised instructional coaching every two weeks.

We want to create dynamic and innovative teams where staff are learning collaboratively from one another; we encourage staff to seek these opportunities both internally and externally and to deliberately incorporate evidence-informed practice into their teaching to improve our school performance.

## Growth & Development

We believe passionately that every student will succeed through an ambitious, broad and balanced curriculum that meets the needs of all students and through highly skilled adaptive teaching. Our curriculum is driven by academic rigour and powerful knowledge that prepares students for the rigours of future study and work. We are committed to celebrating diversity and inclusivity through our curriculum.

We have a centralised curriculum, collaborating across departments and other schools to both share resources and to avoid duplication and unnecessary work at all levels. We provide our curriculum teams with the autonomy to decide the very best curriculum to enable our learners to thrive and flourish. The centralised curriculum ensures that all students have an equity of experience and ensures that teachers are not burdened by daily planning; instead they can focus on adaptive teaching and meeting the needs of all learners, alongside reducing workload.

## Community, Personal Development & Enrichment

Tor Bridge High is the heart of the community and therefore, we take pride in our responsibility to serving our local families through strengthening family and community engagement, and helping the community to access services and additional resources. We understand the social and economic challenges faced by the community and the impact these can have on our students and their families, and we believe that we have an important role to play in tackling inequality by working in close partnership with families and the wider community.

Education is not simply a collection of grades obtained at the end of examinations; education is about holistic growth and cultural development. We aim to accelerate the personal growth of all students by providing them access to a range of experiences that may not otherwise be available to them. This includes trips to theatres, galleries and concerts; residential trips that develop character; sporting opportunities; charity expeditions abroad and so much more. Further growing the breadth of extra-curricular activities is important to fulfilling our vision to ensure that every single child has access to culturally rich experiences.



# Growing Great People

Our aim is to be the greatest place to work in the South West. We know that to succeed in our mission we must invest in and grow great people. Our comprehensive suite of development opportunities are available for everyone whether you are just starting in your career or an experienced leader, there will be a development pathway to suit you.

**Tim Rutherford - Deputy CEO**

We know to be the greatest place to work we must welcome great people, retain great people and develop great people.

Click on the areas below to find out about our comprehensive benefits and development opportunities.

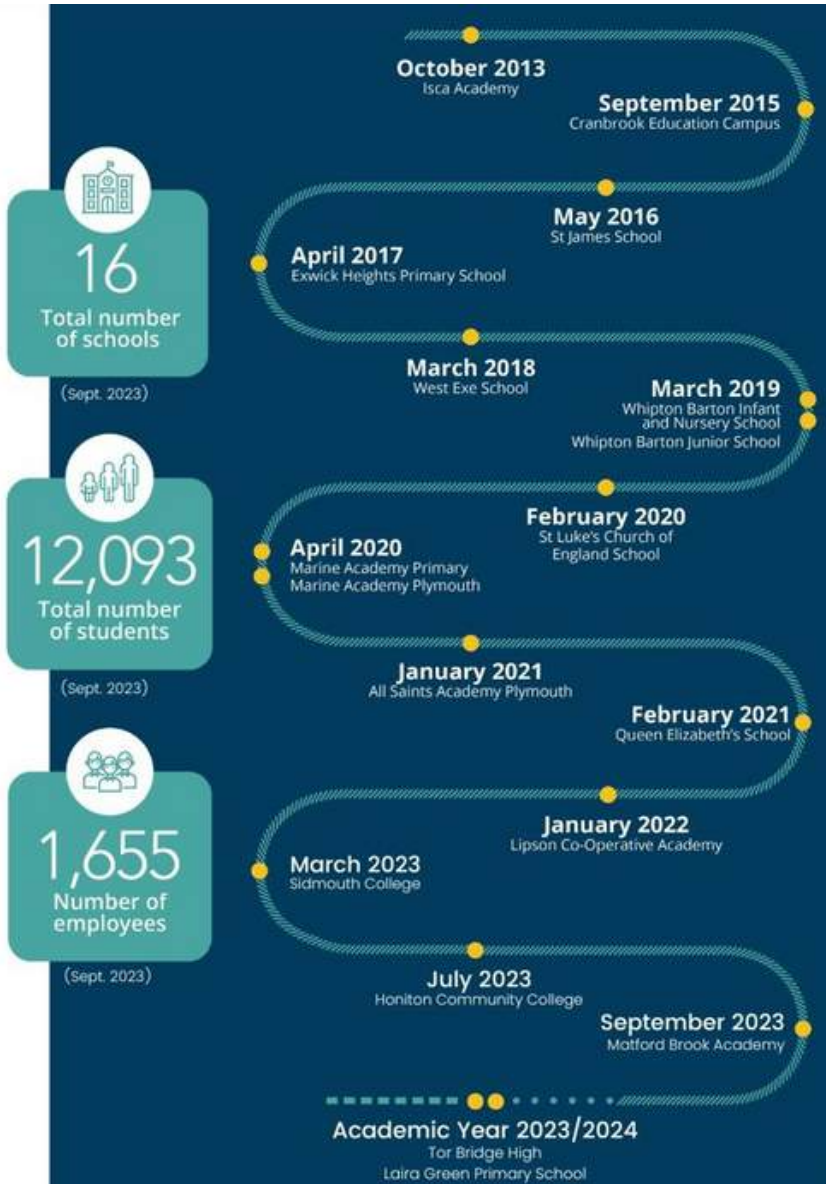


In our Trust, we are committed to nurturing a workplace where our employees feel that they belong. We believe that the culture of our trust thrives when individual differences are embraced so that everyone feels comfortable and confident in being who they are. This is supported through ensuring inclusivity in culture and equity in opportunities. We are committed to high quality and reflective employment practice so that we attract, retain and grow employees from diverse backgrounds and communities.

# Our Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



## Our Partnerships:

Our ongoing partnerships with the following organisations creates opportunities for a Headteacher joining our Trust to access leadership development, study tours and wider networks with some of the best schools, trusts and leaders across the country.





# Recruitment Pack

Thank you for your interest!

**Ted**  
**Wragg** TRUST