

Information Pack for

Media Resources Technician



FORTIOR·QUO·PARATIOR
The Better Prepared the Stronger



Hornsey School for Girls

Inderwick Road, Hornsey, London, N8 9JF

Headteacher – Ms Kuljit Rahelu

www.hsg.haringey.sch.uk



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Headteacher's Welcome

Thank you for considering our school as your next career move. We are a unique provision in the borough of Haringey as the only Girls School in the borough. We are a community school and when you join us, that is what you become – part of a caring, aspirational community with supportive colleagues and awesome students at all levels.



Hornsey School for Girls lives and breathes its motto – ‘The better prepared the stronger’ We recognise that our students have limitless potential and our school will create, through its experiences and teaching, the next generation of leaders, innovators and social change. We know that in extremely competitive environments in the workplace as well as academically, preparation to succeed is critical. Academia is important to us – but not at the cost of the emotional wellbeing of our school community. For students this means we support their wellbeing every step of the way. We also value our staff team. We want all of our team to have a healthy work/life balance and have a confidential employee assistance programme in place.

The school is a 6 form entry comprehensive. Our standards and expectations are high of all – we are not the school for you if meeting expectations including above average outcomes for exam classes is not your priority. It absolutely is ours, and we manage this by giving you the tools and resources you need to enable this to happen. Our outcomes at Key stage 4 have consistently been above average since 2016. This is a trend we intend to keep and we can only do this by supporting and enhancing our greatest assets – our diverse staff and student body.

You join us knowing you join a ‘good’ school. This school is a dynamic and exciting learning environment with creative teaching and learning as the norm. Our students are bright, articulate and intellectually curious about the world we live in. They are committed to social justice and they are supported in this by a broad curriculum which allows them avenues to flourish, explore their passion and experience the diversity of the world around them. If this sounds like the kind of school you want to work in, then we would be delighted to receive your application.

We look forward to receiving your application.



Kuljit Rahelu

Headteacher



Bradley Fage

Chair of Governors

Hornsey School for Girls

The Better Prepared the Stronger

Ethos

Our key priority is to ensure high achievement for every girl at Hornsey. Through high standards of teaching, our broad and balanced academic curriculum and our extensive opportunities we inspire every young woman to raise her expectations and to be ambitious to fulfil her potential. We foster a love of learning for all of our students and encourage creativity and innovation across the curriculum.



As an international school, Hornsey students are encouraged to participate in national and international issues with integrity and confidence. We believe that every student has an opportunity to have an impact in influencing the world around us and we nurture leadership qualities in all of our students.

Our safe and welcoming school ethos is conducive to effective learning enabling every student to thrive in a calm and purposeful atmosphere. We foster healthy relationships, resilience and collaboration between students in order to prepare them for their world of tomorrow as well as today.

Values

- 1. Have respect for all.** Treat everyone and everything around you with the highest respect.
- 2. Show kindness to everyone.** Celebrate everyone for who they are including their race, culture, ability, sexuality and individuality.
- 3. Give 100%.** Work hard in lessons and at home; give everything you do your absolute best at all times.

Work Life balance – reasons to work with us

Our school is committed to ensuring all employees have support and guidance to ensure their mental wellbeing and work life balance is healthy. Additionally the school offers:

20% PPA as standard

Meeting schedules and timeframes shared at the start of the year to enable planning

Directed time used to support CPE as well as operational management

Welcomes flexible working applications and agree all those that meet the business needs of the school

Centralised detention systems to reduce demands on middle leaders

Staff consultation group

JOB DESCRIPTION - Media Resources Technician

Job Title: Media Resources Technician

Salary range: Scale 4

Responsible for: There are no line management responsibilities with this post.

Reporting to: School Business Manager

Job Purpose:

To assist in ensuring that all Reprographics and resources production is of the highest quality so that it supports outstanding teaching and learning.

Contribute to the successful development and running of the school's MLE system, website, press releases, publicity and communication materials.

Terms & Conditions: 36 hours x 52 weeks per year. Colleagues may be required to work out of hours by negotiation.

This postholder will need to work at least two evening events per year.

Liaising with: Other colleagues within the support staff team; staff, students, parents, governors, visitors and stakeholders.

Core responsibilities (exact responsibilities to be agreed on appointment):

- Assist with the production of resources, including display and audio visual resources, ensuring compliance with legal requirements.
- Design and produce high quality materials, ensuring that all resources are readily available and ready in a timely manner.
- Provide day to day maintenance to the school's a/v equipment and liaise with the Systems Administrator as required to ensure 100% availability.
- Assist in the design and production of high quality display materials.
- Ensure that all school events are supported in terms of A/V resources and expertise. Attend the Year 6 open evening and the year 9 options evening.
- Help to develop effective and efficient systems within the Media Resources department and train others in their use.
- Administrate the use of a/v resources to support teaching and learning, for example cameras, video cameras. Provide training in the use of these resources.
- Assist with the development and maintenance of the school's MLE system, prospectus and website, ensuring full compliance with legal requirements..
- Administrate parent/carer permission in respect of use of images for school publicity materials.
- Administer the inventory of all A/V equipment.
- Be responsible for ensuring that all relevant school policies are followed.
- Assist in the administration of the Media Resources budget, including monthly charges.
- Assist with the procurement, monitoring and review of key contracts and purchases such as photocopiers and printer paper/ink.
- Administrate the recycling of paper and disposable resources such as cartridges.
- Operate as a member of the support staff team within the school in meeting its IT needs, including the completion of holiday work.
- Undertake Health & Safety duties as directed by the School Business Manager to ensure that the school meets its duty of care to all students, staff and visitors . The post holder will be a member of the school's Critical Incident Support Team and will assist the Headteacher and Leadership team in an emergency.
- Shadow roles: Communication & Media elements of the Office Manager or School Business Manager's role.

JOB DESCRIPTION - Media Resources Technician

- The post holder will be required to demonstrate a continual positive commitment to the school's policies including those relating to safeguarding children, health & safety, and equal opportunities.
- Implement and follow all school and LA policies and procedures, including giving due regard to the schools equal opportunity policy.
- Ensure all work is appropriately documented and kept up-to-date.
- Keep abreast of current legislation and developments in relation to finance and attend training where appropriate.
- Participate fully in the School's Self-Review, Performance Management/Staff Review and School Improvement Plan procedures.
- Help ensure that the school meets the relevant outcomes of the Every Child Matters and Extended Schools initiatives.

Arrangements for appraisal of performance:

There is an annual appraisal cycle carried out by line managers, which seeks to acknowledge success, resolve problems and identify training / development needs

The Post holder may be required to perform duties other than those given above. These may vary from time to time without changing the general level of responsibility.

Such variations would not justify the re-evaluation of a post.

School Ethos

For Hornsey staff in general:

- To play a full part in the life of the school community, to support its distinctive vision and ethos to lead staff and students in doing the same.
- To actively support the school's corporate policies and aspirations.
- To adhere to the staff professional code of conduct as developed collectively by staff.
- To comply with the schools Health and Safety Policy and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.

Excellence is expected by all in the school's community where a dynamic and challenging learning environment helps to realise the ambitions of all and continues to ensure exam results are above the national average. The school is committed to preparing students to be responsible, articulate and intellectually curious about the world they live in with confidence. Supporting a creative approach to teaching and learning is established and expected by all.

It is expected that the post holder will carry out her/his responsibilities within this philosophy. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

This role is subject to an enhanced DBS check.

Job Title: Media Resources Technician

Safeguarding statement

Our core safeguarding principles are:

Promotion

- Making sure pupils, parents, staff and all adults that come into contact with children know the systems and the support in place to keep children safe and there is a culture of vigilance permeating across the school

Prevention

- Positive, supportive, vigilant, open and safe culture. Well taught curriculum that includes relationships and online safety, pastoral opportunities for children and safer recruitment procedures

Protection

- Following the agreed procedures, ensuring all staff are trained and supported to recognise and respond appropriately and sensitively to safeguarding concerns.

Support

- For all learners, parents and staff, and where appropriate specific interventions that are required for those who may be at risk of harm.

Working with parents and other agencies

- To ensure timely, appropriate communications and actions are undertaken when safeguarding concerns arise.

The school will:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to
- Ensure students and parents know that there are adults in the school whom they can approach if they are worried
- Include opportunities in the citizenship (personal, social, health, education) CPSHE curriculum for students to develop the skills they need to recognise and stay safe from abuse
- Act in the best interests of children first. All children have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.

Recognise the importance of safeguarding and the promotion of children's welfare at all times. Safeguarding is embedded in all the school's processes and procedures and at the heart of our school to provide an ethos and environment that will help children to be safe and feel safe. In our school children are respected and encouraged to talk openly. All our staff understand safe professional practice and adhere to our safeguarding policies

PERSON SPECIFICATION — Media Resources Technician

	Essential or Desirable
Qualifications & Experience	
<ul style="list-style-type: none"> ● Role related Level 3 qualification. ● Minimum Level 2 qualification or equivalent in English and Maths. ● A/V & Reprographics Management experience (Experience of working in a school context is an advantage) ● Outstanding record of attendance and punctuality. 	<ul style="list-style-type: none"> ● Desirable ● Essential ● Desirable ● Desirable
Knowledge & Skills	
<ul style="list-style-type: none"> ● High level IT and a/v skills including proficiency in a range of IT programmes and equipment use that are required for this role ● High quality administrative skills. Aptitude for producing high quality materials and display is essential. ● Ability to communicate clearly and effectively, both orally and in writing. ● The ability to manage time effectively and adhere to deadlines. 	<ul style="list-style-type: none"> ● Essential ● Essential ● Desirable ● Desirable
Personal Qualities	
<ul style="list-style-type: none"> ● High levels of creativity and endeavour. ● Self confidence and affability. ● A self starter who can set and meet deadlines; a problem solver who always wants to achieve better levels of service. ● Approachable, flexible and able to prioritise. 	<ul style="list-style-type: none"> ● Essential ● Desirable ● Desirable ● Desirable
Equal Opportunities	
<ul style="list-style-type: none"> ● Commitment to implementation of the school's equal opportunities policy 	<ul style="list-style-type: none"> ● Essential
Continuous Professional Development	
<ul style="list-style-type: none"> ● Willingness to undertake additional training / staff development as appropriate ● Ability to reflect on your own professional practice 	<ul style="list-style-type: none"> ● Essential ● Desirable

PERSON SPECIFICATION — Media Resources Technician

Other Requirements	

CONFIRMATION OF JOB DESCRIPTION AND PERSON SPECIFICATION

POST:

NAME:

I confirm that I have read this job description and person specification

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.

Signatures:

The job description is current at the date below but may be reviewed, in consultation with you, and may be changed to reflect changes in the job requirements which are commensurate with the job title and grade.

Signed.....

Date