



RECRUITMENT PACK IBSTOCK SCHOOL

Reprographics & Administration Assistant

37 hours per week – 40 weeks per year (0.8778 fte) – permanent

Grade 6, Points 9-10:

Full time salary: £25,188 – £25,590 per annum

Actual salary: £22,110.46 - £22,463.35 per annum

Commencing as soon as possible



i nspiration i nnovation i ntegrity

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Reprographics & Administration Assistant

**37 hours per week: 8 am–4 pm Mon to Thu/8 am-3.30 pm Fri
Term-time plus 2 weeks (0.8778 fte) – permanent**

Grade 6, Points 9-10

Full time salary: £25,188 – £25,590 per annum

Actual salary: £22,110.46 - £22,463.35 per annum

We are currently seeking a friendly, motivated and detail-oriented person to join our administration and reception team to support our staff and students in a dynamic and fast-paced environment.

As reprographics assistant you will be responsible for the day to day running of the resources area, managing the resources inbox and organising your workload effectively to provide a comprehensive service, including the production, presentation and distribution of documents, as required.

As part of the administration team, you will be involved in a variety of wider reception and administrative related duties, in order to support with the smooth running of the school.

The ideal candidate will have excellent customer care skills and the ability to multi-task and work under pressure whilst remaining calm and professional at all times. It is also essential that you have excellent communication skills, both verbal and written and are proficient in the use of IT.

Ibstock School is at the heart of the local community, serving families in Ibstock and the surrounding villages of North-West Leicestershire. The School joined LiFE Multi Academy Trust in July 2021 and has recently completed its transition to become an 11-16 school.

LiFE Multi Academy 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 will be subject to a DBS check and an online search.

March 2025

Dear applicant

REPROGRAPHICS & ADMINISTRATION ASSISTANT

Thank you for your interest in the post of Reprographics & Administration Assistant at Ibstock School. We are pleased to provide you with this recruitment pack, which hopefully contains all the information you need to support your application for this important administrative role for the school.

Context

With over 700 students on roll, the school is at the heart of the local community, serving families in Ibstock and the surrounding villages of North-West Leicestershire. Having joined LiFE Multi Academy Trust in July 2021, we are now at an exciting stage in our development, having just completed the process of age-range change to become an 11-16 school and receiving our first set of GCSE results.

About the role and you

As a school we are looking for a highly organised and efficient individual to support the reprographic and administrative functions of the school. This role is essential to ensuring that our staff and students have access to high-quality materials and administrative support. Your ability to work under pressure, attention to detail, and proficiency with technology will be key to your success in this role.

How to apply

We encourage you to visit our website for more detailed information about the school and further information about the vacancy. Informal enquiries are welcomed by emailing jobs@ibstockschool.co.uk or by calling 01530 260705.

Applications should be made via our Eteach portal by clicking on the link below and should be received no later than **12.00 noon on Friday 4 April 2025**.

<https://www.eteach.com/careers/lifemultiacademytrust/>

It is anticipated that interviews for shortlisted candidates will take place week commencing Monday 7 April 2025.

The application process

Safeguarding

We are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to behave in such a way that supports this commitment. Appointment to this post will be subject to satisfactory pre-employment checks, including an online check.

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.

References

Applicants must provide the details of two referees. 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 and note that references will be sought prior to interview for all shortlisted candidates.

Equal Opportunities

We are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justified.

Thank you in advance for your interest in working with us. We look forward to receiving your application and learning more about how your skills and experiences align with the requirements of the Reprographics and Admin Assistant role. If you wish to discuss or clarify anything arising from the information attached, please do not hesitate to contact us. Thank you once again for your interest in joining our school community.

Yours sincerely



Nicola Koncarevic

Executive Headteacher
Ibstock School

JOB DESCRIPTION

Reprographics & Administration Assistant

Grade 6 (Point 9 to Point 10)

Line manager: Operations Manager

Job purpose

To provide efficient reprographics administrative and support to the school, ensuring the smooth operation of office functions and high-quality document production. The role involves assisting with general office duties, handling printing and copying requests, maintaining reprographics equipment, and supporting staff with administrative tasks to contribute to the effective running of the school. To provide a comprehensive reprographics service, including the production, presentation and distributing of documents as required and to be responsible for the day-to-day running of the resources area.

Main duties and responsibilities

Reprographics

- to manage the Resources email inbox, organising and prioritising work as it is required to ensure staff receive their orders
- to produce a range of documents from a variety of sources, using various software packages (e.g. excel, publisher and word), scheduling the work accordingly and making layout presentation decisions and manipulating as required
- utilise a range of reprographic, binding and laminating equipment in the school's resources department in order that the quality of presentation of work is of the best possible standard
- to monitor accurate charging for reprographic services
- to oversee the maintenance of the reprographics machine, arranging services or repairs as appropriate
- to collate and process new student data and information, for transition and mid-year transfers, using ARBOR
- to undertake processing of documentation, including collation for documentation packs as required
- to organise and support the annual school photos, provided by an external photography company.
- to maintain stationery and stock by re-ordering against pre-determined levels and within prescribed budgets for approval by the appropriate person.

Attendance administration

- Maintain and update student attendance records daily.
- Monitor and follow up on absences, ensuring reasons are recorded accurately.
- Contact parents/carers regarding student absences, lateness, and attendance concerns.
- Work closely with the attendance manager to address attendance issues.
- Ensure attendance data meets school and legal requirements.
- Maintain accurate student records in the school's MIS (Management Information System) ARBOR.
- Process leave requests and update registers accordingly.
- Assist with other administrative tasks as required.

Other administration duties

- to process telephone calls and ensure appropriate action is taken
- to operate standard office equipment, e.g. switchboard; signing in system; photocopiers and walkie talkies
- to use the school's ARBOR database to access timetables, absences and contact information for students
- to support parents accessing school systems i.e. Arbor
- to provide first aid treatment to students, staff and visitors (after appropriate training)
- to organise and support the school vaccination programmes
- to accept student medication (short term and long term) and support Data Manager with IHCP
- to offer support in providing and organising refreshments for meetings
- to carry out such other administrative tasks and duties as required by the administration team appropriate to the grading of the post
- ordering of all office stationary

Considerations

- a. The nature of the work may involve the post holder carrying out work outside of normal working hours.
- b. Ibstock School is a member of LiFE Multi Academy Trust with a number of local schools and as such the postholder may be required to attend training at, or work occasionally across other sites in the future.
- c. The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- d. This post is subject to a check being carried out at an enhanced level by the Disclosure and Barring Service (DBS) regarding any previous criminal record.



- e. This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

PERSON SPECIFICATION

Reprographics & Administration Assistant

QUALIFICATIONS AND EXPERIENCE	
Essential	Desirable
<ul style="list-style-type: none"> – GCSE (A-C) in mathematics and English <i>(or proven ability of working at this level in a similar role)</i> – Experience of working in an office environment – Confident using a range of office equipment – First aid qualification (training will be provided) 	<ul style="list-style-type: none"> – Experience of working with young people – Experience with reprographics equipment – Previous experience working in a school environment
KNOWLEDGE AND SKILLS	
Essential	Desirable
<ul style="list-style-type: none"> – Good standard of literacy and numeracy – Good IT skills e.g. Microsoft Office and email – Good communication skills - both written and verbal – High level of accuracy and attention to detail – Good organisational skills 	<ul style="list-style-type: none"> – Knowledge of ARBOR school MIS
PERSONAL ATTRIBUTES	
Essential	Desirable
<ul style="list-style-type: none"> – Ability to deal with a variety of people, sensitively, empathetically and, when necessary, firmly – Friendly and flexible approach to work – Integrity, empathy and patience – Able to manage sensitive and confidential situations – Ability to respond flexibly to changing demands – Pro-active approach to problem-solving and ability to meet deadlines – An enthusiasm for working with young people – Able to work effectively as a member of a team – Self-motivated – Loyal and dependable 	

Vision, Values and Ethos

LiFE Multi Academy Trust

Bringing Learning to LiFE

Vision:

We have a compelling desire to provide high quality, personalised and rounded education for everyone, right in the heart of our local community. We believe that no school can be deemed successful unless all those around it are also successful, popular and flourishing. Hence, we believe that dynamic, mutually accountable collaboration and challenge between local schools as members of the LiFE MAT is the cornerstone of our future success.

Each of our schools needs to be seen as a leader of, and vital to, its local community; each school is regarded as fundamental to the identity of its surrounding community. In this capacity we will relentlessly promote the values of inclusion and the celebration of diversity, alongside personal responsibility and respect.

Values:

- Ensuring that every student achieves positive, life changing outcomes
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond the school gate
- **The relentless pursuit of excellence by;** expecting this of every person, every day; recognising and celebrating behaviours that lead to great progress and promoting and celebrating elite performance inside school and in the wider world
- Valuing and promoting the celebration and understanding of diversity and qualities of our staff and students
- Ensuring that all students and staff feel known, appreciated and supported
- Committing whole-heartedly to collaboration within, between and beyond our academies
- Ensuring our curricula are agents for the promotion of our values

Our Trust consists of

The LiFE Multi Academy Trust currently consists of 10 Schools. Our lead school is Bosworth Academy with the other schools in the Trust being Ashby School, Braunstone Frith Academy, Countesthorpe Academy, Desford Community Primary School, Dovebank Primary School, Kingsway Primary School, Ibstock Community College, Ivanhoe School and the The Winstanley School.

Our offer for all staff joining the LiFE Multi-Academy Trust and our schools

Professional Capital: *'we believe in getting the right people, getting them to work together and getting them to stay'*

STRATEGY	DESCRIPTION
Putting Your Trust in Our Trust	We believe in your development. Everything we do is about creating a team of committed professionals who share our ambition for young people. If you believe in this too, we are committed to providing an exciting, enjoyable and rewarding working environment.
Coaching	Coaching is integral to our success. We support colleagues through coaching; enabling deep reflection, which has allowed us to build a bold, creative and aspirational culture, where collaboration with peers and new approaches to practice are encouraged.
Personal Improvement Plan versus Performance Management	Instead of the usual performance management, we encourage our staff to identify aspirational targets through our 'Personal Improvement Plan' (PIP) process. With your coach, you will look to make significant progress in a critical area of your practice; we believe in valuing the process of improvement not pass or fail numerical targets.
Health and Wellbeing Strategies	<p>Having happy and healthy staff is key to a successful organisation. The Trust is committed to:</p> <ul style="list-style-type: none"> providing employees with a safe, healthy and supportive environment in which to work recognising that the health and wellbeing of our employees is important providing a supportive workplace culture where individuals healthy lifestyle choices are valued and encouraged <p>We are committed to supporting colleagues to overcome the stigma and discrimination of mental health issues within the work place. To show our commitment to this we have publicly signed up to 'Mindful Employer' and the 'Charter for Employers who are Positive about Mental Health'.</p> <p>We believe it is important that we are role models to our students of how to be a healthy adult. We actively promote the importance of a work life balance, offering support to staff on managing stress and workload, as well as a physical activity programme. Access to coaching, counselling and supervision is also available to all staff.</p>
Equality and Equal Opportunities	Our Trust and its schools are committed to ensuring equality of opportunity in line with the Equality Act 2010. The Trust seeks to reduce disadvantages,

	discrimination and inequalities of opportunity, and promote diversity in terms of its students, workforce and our wider communities we serve.
Presumed Professionalism	We have a 'Presumed Professionalism' ethos across the Trust. Our staff are professional educators and we recognise the need to support staff to enable a healthy work life balance to allow maximum impact whilst working with our young people and each other. We achieve this by allowing staff to sign out during their free periods, as long as professional duties are not affected. See our policy for further details.
Development of Professional Capital and Excellence	<p>As a Trust we always look to invest in our staff and pride ourselves on our 'home grown talent'. We pride ourselves on this and believe this has the biggest impact on how our staff understand their communities and make a difference to the lives of our young people.</p> <p>Quite simply, our aim is to employ people who match our ethos and values and enable them to truly collaborate with colleagues across the Trust so that they are satisfied professionally. We provide outstanding training pathways which draw on excellence both within and outside of our Trust to enable you to build your professional capital.</p> <p>Examples of the many opportunities we encourage staff to take up externally include:</p> <p>The National Professional Qualification for Senior Leadership (NPQSL)</p> <p>The National Professional Qualification for Headship (NPQH)</p> <p>The National Professional Qualification for Middle Leadership (NPQML)</p> <p>The Outstanding Teacher Programme (OTP)</p> <p>Initial Teacher Training (ITT)</p> <p>Pathways are available at apprenticeship level, NQT, aspiring middle leader, Lead Practitioner and aspiring senior leader level. Some of these courses are led by staff within the Trust and others are externally accredited. In addition, the Trust provides the opportunity of becoming an associate SLT member, enabling middle leaders to gain insight and experience of leadership at the highest level within a school.</p> <p>Support staff have their own Personal Improvement Plan that they use as a tool to create a bespoke professional development plan. All support staff also receive Coaching and training opportunities, in order to help them feel empowered and in charge of their own development.</p> <p>Across the Trust we pride ourselves on equal opportunities for all staff, irrespective of background, gender, disability, religion, sexual orientation or age.</p>
Great Access to Progression and	Further evidence of our investment in 'home grown talent' is that 86% of our TLR holders have been internal appointments. We have clear professional

Leadership Responsibility	progression pathways within the CPD offered throughout the year at all levels within the Trust.
Collaboration Across all Schools	We are developing relationships across our Trust to enable collaboration to support learning and teaching outcomes. In addition, we are able to offer a joint CPD programme to draw upon expertise across the Trust. Staff work and meet regularly in teams across schools in the Trust and we hold an annual Strategic Planning Day, where each member of the Trust work together.
Sabbatical and Flexible Working Policies	We have developed a unique sabbatical policy to support staff to develop their interests. For some, this has been to develop professionally, whilst others have taken this time to experience travel with their family. See our policy for further details. Flexible working arrangements are also promoted across the Trust where possible, to enable our staff to manage their work life and family commitments.
Strong Induction Process	It is important to us that every member of staff has the right start to working in our Trust. The importance of a good induction is invaluable for new starters irrespective of previous experience. To support this, we have a New Staff Induction Day before the start of term, which enables colleagues to get a real understanding of what the school is about and what it means to be part of the Trust. This day also prepares new staff for our training (conference) days at the beginning of the Autumn term. In addition to this ALL staff are invited to visit a series of lessons across the school year.
ECT Support	Where possible we try to ensure that ECTs have reduced teaching loads to allow them more opportunities for CPD throughout the school week. This also allows for peer to peer observations and additional coaching to take place to develop their practice.
3D Networks	3D Networks are an opportunity for faculties to share good practice and new ideas with colleagues across the school, based on our unique 3D Learning and Teaching model.
Attendance of Staff	Our staff are committed to their roles and ensure that students are supported to maximise their outcomes. Levels of attendance are exceptionally high across all staff and well above national averages in the education sector and beyond.

We are always looking for highly quality teachers and support staff who buy into our values across the LiFE Multi Academy Trust and our school