St Bede's Catholic College

Recruitment pack for the post of:

Reprographics & Administration Assistant

24 hours per week, permanent, term time including inset days plus 3 days in the summer holidays, to start as soon as possible

Reprographics: 16 hours per week, BG5, point 3 £8,870 annually plus

Administration Assistant: 8 hours per week, BG7, point 7, £4,577 annually

Total salary £13,447 annually (pay award pending)
Closing date: Noon on 2nd September 2024

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Long Cross, Lawrence Weston, Bristol, BS11 0SU

St. Bede's Catholic College

Long Cross, Lawrence Weston, Bristol, BS11 0SU

T: 0117 377 2200 **E:** contact@stbcc.org **W:** www.stbedescc.org

Principal: Mr R. J. King, M.Ed

Dear applicant

St Bede's Catholic College is a great place of learning with a unique culture and climate. Visitors comment on a calm and industrious place where children are stimulated and challenged to develop their talents and encouraged to strive for excellence. Achievement and effort are valued and celebrated. Within and outside the classroom numerous opportunities exist for young people to unlock their talents and develop self-worth, esteem, confidence, resilience and independence.

Children are enthusiastic about life in college and embrace the many opportunities to grow in faith, developing religious understanding and a sense of service. Spiritual and moral development lies at the heart of our work and is a major strength within this vibrant faith community, where every child is valued.

Young people are encouraged to strive for excellence in every aspect of their work. We hold high expectations of ourselves and all those who work within our community and these translate to the children in our care. They are enabled from the early stages to be active, enquiring and critical open-minded thinkers; to be ambitious for themselves and broaden their horizons.

The college has a long-standing tradition of scholarship and academic success. The value of hard work is never underestimated; this, coupled with inspirational and passionate teaching, enables everyone to fulfil their potential and walk tall with confidence.

As important as they are, education at St Bede's is about much more than examination results as you will discover when you visit this vibrant community where quality is all pervading.

Yours faithfully

Mr R King

Principal

The St Bede's Way

The St Bede's Way is a practical guide to the culture at St Bede's. It is the way we aspire to do things, the expectations we have of each other and the support we provide to help us all succeed. It is the aim of all our community, both adults and students.

St Bede's has one simple message: **Work Hard. Be Kind. Do The Right Thing**.

Where Excellence meets Purpose

At St. Bede's Catholic College, we believe that our colleagues are the heartbeat of our institution. We are not just a school; we are a community committed to fostering an environment where every member thrives. As you consider joining our team, here's what we promise to provide you:

Inspiring Mission and Values:
Be part of a community driven by a rich heritage and a commitment to excellence in education. Our Catholic values permeate everything we do, creating a purpose-driven work environment.

Collaborative and Inclusive Culture:
Embrace a culture of collaboration, where your unique skills and perspectives are valued. We are committed to creating an inclusive atmosphere that celebrates diversity and encourages open dialogue.

Professional Growth and Development:
Your growth matters to us. Access ongoing professional development opportunities, workshops, and mentorship programs to ensure you stay at the forefront of your field and achieve your career goals

Student-Centric Approach:
Experience the joy of shaping young minds. Our student-centric approach prioritises their holistic development, providing you with the satisfaction of contributing to their growth and success

Work-Life Balance:
We understand the importance of a balanced life. Enjoy a supportive work environment that values your well-being, providing flexibility and resources to help you maintain a healthy work-life balance.

State-of-the-Art Facilities:
Work in a modern and well-equipped campus that fosters a positive learning environment. Our facilities are designed to inspire creativity and innovation in both students and staff.

Community Engagement:
Engage with the local community and make a difference beyond the classroom. Join initiatives that connect our school with the broader community, reinforcing our commitment to social responsibility.

Join St. Bede's Catholic College and be part of a community where your skills are appreciated, your growth is nurtured, and your contributions make a lasting impact on the lives of students.

ADVERT

Reprographics and Admin Assistant – term time including inset days plus 3 days in the summer holiday, 24 hours per week

JOB OVERVIEW

We are seeking to recruit an enthusiastic Reprographics and Admin Assistant who will, under the general supervision of the School Business Manager, take responsibility for the organisation of Reprographics within the college, in order to ensure a good service for staff and to support the reception team at peak times

You must aspire to be an outstanding colleague, with a willingness to share and learn. We wish to appoint someone who will help us to make a positive difference to the lives of young people.

We promise a supportive and enjoyable working environment and the resources needed to carry out the role to the highest standards.

St Bede's has a diverse community of students and we would be pleased to receive interest from applicants of all backgrounds.

WHY CHOOSE US

St Bede's has a superb reputation locally, within the Diocese and nationally. We are recognised by the Diocese as an Outstanding Catholic school and hold the SEND Inclusion award that recognises our high-quality education for students in SEND. In addition, we hold a Beacon status for Holocaust Education, the Geography Quality Mark and an award from the Incorporated Society of Musicians in recognition of excellence in Music. We have also been recognised for 'Leadership through moral purpose', 'engaging with evidence and research' and for our outstanding results by SSAT. The College has also recently been awarded the Leading Parent Partnership award in recognition of our work with parents and re-accredited as Investor in People.

WHAT WE OFFER:

- A school that is fully dedicated to developing every child to reach their full potential, irrespective of their ability.
- Collaborative working to support our endeavours to work smarter and achieve an effective balance between home and work.
- Excellent CPD opportunities to grow and development through mentorship and coaching.
- Free onsite parking (when available).
- Paid holiday allowance for support staff of 25 days, increasing by one day each year to a maximum of 30 days (plus 8 bank holidays)
- Local Government Pension Scheme
- Access to free employee assistance programme
- Free eye tests

The hours of work will be 24 hours per week, term time including inset days and 3 days in the summer holiday, 24 hours per week from 08.30, over four or five days, for which the annual salary is £13,447 (pay award pending).

Please complete the application form and submit this with a letter outlining your experience and suitability for this role. The closing date for applications will be **noon on Monday 2nd September 2024**

St Bede's is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Offers of employment are subject to Enhanced Disclosure and Barring Service clearance, excellent references and medical clearance.

JOB DESCRIPTION

JOB TITLE: Reprographics and Administration Assistant

MANAGED BY: Mrs M Cheshire, School Business Manager

GRADE: Reprographics: 16 hours per week, BG5, point 3 £8,870 annually plus

Administration Assistant: 8 hours per week, BG7, point 7, £4,577 annually

HOURS: 24 hours per week from 08.30, over 4 or 5 days

Term time including inset days plus 3 days in the summer holiday

It is the responsibility of all staff to contribute towards providing a great education for all pupils.

Purpose of the Job

Under the general supervision of the School Business Manager, take responsibility for the organisation of Reprographics within the college in order to ensure a good service for staff and to support the reception team at peak times

Key Job Outcomes

1. Main Tasks.

- Respond to a range of routine and more complex telephone and in person enquiries.
- Provide organisational and administrative support to the Vice Principal for the Home to College transport
- Compose, type and distribute routine and more complex correspondence as well as to prepare more specialist draft documents for approval as directed by the Senior Leadership Team.
- Undertake general office duties to include opening and sorting of post and filing.
- Assist with the uniform shop and preparing orders.
- Ensure secure handling of confidential data and information to comply with College policy and with the GDPR.
- Carry out photocopying including assessments, curriculum resources, brochures, booklets and all other required documents
- Develop ideas from staff to produce attractive material for classroom use, displays and presentations
- Assist in the production of worksheets, newsletters and display materials
- Responsible for maintenance of notice boards in the reception area and other general areas as well as labels for pigeonholes
- Library duty at lunchtime
- Keep abreast of modern technology relevant to the department and propose new equipment to provide a better service
- Laminating
- Carry out stocktaking duties
- Order Reprographic materials including paper, card and copier toner under the supervision of the School Business Manager
- Organise, negotiate prices and delivery of all consumable supplies and new/replaced equipment to ensure value for money
- Maintain the Reprographic equipment throughout the school, and maintaining sufficient stock of paper
- Provide a weekly check of equipment and monthly readings of machines to the supplier
- Provide a printout of machine usage monthly
- Administration of reprographic faculty codes

- Ensure that machines are maintained in good working order.
- Liaise with outside agencies regarding maintenance of equipment.
- Arrange maintenance and service calls when necessary and set up equipment as appropriate.
- Advise the School Business Manager on possible improvements in order to provide a more efficient service
- To carry out any other duties commensurate with this grade, under the direction of the Principal in order to ensure a good service provision and to facilitate the smooth running of the school.

This job description sets out the key outcomes required and will change regularly in order to meet the needs of a developing place of learning. It does not specify in detail the activities required to achieve these outcomes.

General Accountabilities

A So far as reasonably practicable, the post holder must at all times promote safe working practices within their work areas.

B. Support the Catholic character of the college at all times.
C. Work in accordance with college policies and procedures.
D. Ensure that the output and quality of work is of a high standard and complies with the high expectation of the college for all employees.
E. The Governors are the employers of all staff within the college and they have adopted the Catholic Education Service Grievance and Disciplinary Procedures and Contracts of Services.
F. All employees participate in an annual review of performance and agree development targets.
G. Undertake training appropriate to developing the role
H. The Line Manager for this post will be the Business Manager

EMPLOYEE SPECIFICATION

Reprographics and Admin Assistant

ESSENTIAL (Must have)	DESIRABLE (Should have)
Willing to support the Catholic character of St Bede's **Knowledge & Experience** Experience of reprographic/printing work. GCSE or equivalent in Mathematics and English at Grade C. Experience of maintaining and manipulating computerised and/or paper based data/information. Competent user of word processing and spreadsheet packages. **Abilities & Aptitudes** In communication, ability to assess a situation and to respond in the appropriate manner. Ability to organise and prioritise work, and to adhere to deadlines and targets. An understanding of the requirements when working as a 'first point of contact' member of staff. Ability to file and retrieve information accurately Ability to check information is correct from a given source. Ability to handle information securely and confidentially and comply with Data Protection principles. Ability to work cooperatively as part of a team.	**Knowledge & Experience** Experience of working in a school/college or service orientated environment. An awareness and understanding of equal opportunities issues Capability to complete NVQ 2 in business administration or related area. **Abilities & Aptitudes** Aptitude to adapt working style to meet the needs both of adults and of children Aptitude to use standard office equipment efficiently

SPECIAL CONDITIONS

The job involves working with children and will be subject to a Disclosure and Barring Service check.

The post holder will be required to undertake the First Aid at Work Training and to work as part of a team of staff providing first aid cover to pupils, staff and visitors to the College.

July 2024

Why Bristol?

It is no surprise that Bristol is consistently rated as one of the best places to live and work in the UK.

Join us and you'll get more than a challenging job: you'll enjoy all the benefits of living and working in one of Europe's most vibrant and best located cities, known for its cultural diversity.

Bristol has an excellent international reputation as a centre of culture, partly thanks to the regeneration of the city centre and historic harbourside, as well as our festival scene. With great architecture and stunning views, a host of cultural attractions and a great range of places to eat and drink, the city also offers one of the country's widest selections of music, multimedia and performance venues, nightclubs, art galleries, museums and historic buildings. In and around the hustle and bustle of the city, Bristol boasts over 400 gardens and parks, ideal for walking, cycling and relaxation.

As well as all this, Bristol is within easy reach of some of Britain's most stunning landscapes, such as the Cotswolds, Cheddar Gorge, Somerset, Devon and South Wales countryside and coast. It's also close to some of the UK's heritage sites such as Stonehenge, Avebury and Glastonbury.

It's easy to get to the rest of the UK and Europe from Bristol. Of all the major UK cities, it's the nearest to London and has unrivalled rail and motorway links, not to mention one of the country's fastest growing international airports. Bristol has also been named as the UK's first cycling city and one of Europe's most bike-friendly destinations.

How to Apply

Please complete the application form, available electronically via Eteach or as a word document on the college website, and submit this with a letter outlining your experience and suitability for this role to Claire Walker, PA to the Principal by emailing walkerc@stbcc.org by noon on Monday 2nd September 2024

No other application forms or curriculum vitae' will be accepted.

We are an equal opportunities employer and committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

We follow safer recruitment practices and appointments are subject to an enhanced DBS check, satisfactory references, online screening, qualification verification and evidence of your right to work in the UK.

Our safer recruiting and safeguarding policies are available on our website: www.stbedescc.org