

**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 2<sup>nd</sup> 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.***