

# Richard Lander School



## Application Pack

### Reprographics and Admin/Reception Assistant

Cornwall Council Grade 1 Step 1 (£23,151, actual salary £20,628)  
Permanent, following the completion of a 6-month probationary period

Start Date: As soon as available

October 2024

Dear Candidate,

**Re – Reprographics and Admin/Reception Assistant  
37 Hours per week - Term Time plus Inset plus 1 week - Permanent**

Please find enclosed an application form and details for the above post at this school.

**The Role:**

The opportunity has arisen to appoint a Reprographics and Admin/Reception Administrator to be responsible for the provision of an efficient printing, photocopying document publishing service for staff. To provide cover for the School Attendance Administrator and School Receptionist. To provide admin and organisational support as and when required.

Our school is welcoming and supportive, with a strong value placed on 'being the best you can be' and staff and students on a mission to achieve great outcomes for all our students.

This position is 37 hours per week, term time plus inset plus 1 week and permanent. The start date is to be negotiated.

Please see our job description and person specification for more details of this exciting post.

**The School:**

At Richard Lander School everybody works hard and is committed to providing the best opportunities for the children in our school. We were inspected by OFSTED in 2023 and were graded as a Good school.

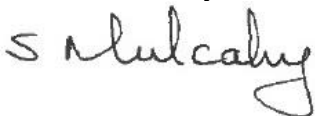
We hope after reading our details and person specification that you will want to join our team.

**Completed forms should be submitted to [vharrison@richardlander.cornwall.sch.uk](mailto:vharrison@richardlander.cornwall.sch.uk) by midday on Thursday 31<sup>st</sup> October 2024.**

Can I take this opportunity of thanking you for your interest in the position at Richard Lander School. If you do not hear anything from us within 28 days you can assume your application was unsuccessful.

With best wishes for the future.

Yours sincerely,



Mr Steve Mulcahy  
Headteacher

## Background for Prospective Candidates

Come and work for a great school in a great location.

### Where are we?

Cornwall has far more than just beaches, surfing and world heritage countryside, we also have some of the best schools in the country with the space, facilities and drive to give the best possible education to the students we serve.

Truro is Cornwall's county town, it's only city and the most southern city in mainland Great Britain. Truro has a booming population thanks to its location in the heart of the county and is a centre for art, culture and entertainment.

The school is situated to the West of the city centre and serves the beautiful coastal communities of St. Agnes and Porthtowan as well as communities closer at hand.

### The School

Richard Lander School is Truro's largest secondary school. Richard Lander is highly regarded in the area and oversubscribed in several year groups. We have 1500 students on roll. Mr Steve Mulcahy, has been our Headteacher since 2008. We were inspected by OFSTED in 2023 and were graded as a Good school.

We have an ARB for up to 15 students on site which is very much part of our school.

### Our Ethos

At the heart of our work is a desire to see all our young people and staff develop their gifts and talents to their full potential. Some people call this ambition, we call it 'being the best you can be'. Our standards are high and our aim is for all children to achieve their full potential, both academically and socially.

### The Application

Please see the job description for more details of this exciting post.

Prospective candidates are very welcome to arrange to visit the school by calling the school on 01872 273750. The closing date for applications is midday on Thursday 31<sup>st</sup> October 2024. **Shortlisted candidates will be notified of the interview date.**

Please send your completed forms to the school for the attention of our Personnel Officer, Vicky Harrison, [vharrison@richardlander.cornwall.sch.uk](mailto:vharrison@richardlander.cornwall.sch.uk) Applications should address the items included on the person specification and only candidates who meet the essential criterion will be shortlisted.

### The Interview Process

Candidates who are shortlisted for the position will be contacted by a telephone call and this will be followed up with an e-mail.

- In line with Keeping Children Safe in Education 2024, as part of the shortlisting process, the school may carry out an online search on shortlisted candidates.
- All interviews will be face to face and will explore the candidate's suitability for the position.
- Applications will be scrutinised and discrepancies or anomalies in work related history, experience and qualifications will be discussed at the interview stage.
- Successful candidates will be required to achieve a full enhanced DBS disclosure and 2 satisfactory references.

### Prepared by

- Mr Steve Mulcahy, Headteacher
- Mrs Jenny Griffiths, Deputy Headteacher

#### Safeguarding

Richard Lander School is committed to safeguarding and promoting the welfare of all children. We expect all our team members to share this commitment.

# Richard Lander School



## JOB DESCRIPTION

<b>Job Title:</b>	Reprographics and Admin/Reception Assistant
<b>Grade:</b>	Grade 1 Step 1
<b>Hours:</b>	37 hours per week (term time plus inset plus 1 week)
<b>Responsible to:</b>	School Business Manager
<b>Direct Supervisory Responsibility for:</b>	None
<b>Indirect Supervisory Responsibility for:</b>	None
<b>Important Functional Relationships:</b>	<u>Internal:</u> School Receptionist, School Finance/Admin Team, Headteacher, SLT, Teachers, TAs, Governors and Students.  <u>External:</u> LEA representatives, parents, visitors to the school.

### Main Purpose of Job

To be responsible for the provision an efficient printing, photocopying document publishing service for staff. To provide cover for the School Attendance Administrator and School Receptionist. To provide admin and organisational support as and when required.

### Duties and Responsibilities

- 1) To undertake the photocopying and collation of small numbers of documents and to arrange for the printing of larger numbers of documents as requested.
- 2) To arrange for regular services of all reprographics and related ICT equipment. To report any necessary repairs/replacements to the School Business Manager and arrange for service engineers to undertake repairs as directed.
- 3) To ensure all photocopiers and reprographics machinery is cleaned on a regular basis and fully stocked with paper, toner etc. To order the necessary supplies at the authorisation of the School Business Manager so as to ensure the efficient operation of the school's reprographics services.
- 4) To record work undertaken by the reprographics service to ensure accurate internal invoices are issued.
- 5) To undertake typing/word processing of correspondence, standard letters, reports, publications and other documents as required.
- 6) To respond to telephone queries and assist the receptionist in managing visitors
- 7) To undertake filing in accordance with the established systems as requested. To work within and maintain all the school's established administrative systems and procedures within the school.
- 8) To cover school reception, answering queries from parents, managing visitors in line with the school policies.

- 9) To open, sort and distribute incoming mail to departments in a timely manner. To check emails on a daily basis and distribute information as appropriate.
- 10) To prepare and record outgoing mail appropriately.
- 11) To undertake first aid training and administer minor first aid (as trained), assist in the dispensation of medically prescribed controlled drugs (as per the approved procedure) and to assist with children who are sick as needed.
- 12) To maintain at all times, the utmost confidentiality with regard to all reports, records, personal data relating to pupils and other information of a sensitive or confidential nature.
- 13) To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, COSHH, Data Protection and copyright legislation).
- 14) To be responsible for your own continuing self-development, undertaking training as appropriate.
- 15) To undertake other duties appropriate to the grading of the post as required.

Date Prepared: February 2024

Job Description prepared by: Personnel Officer

## PERSON SPECIFICATION

**Job Title:** Reprographics and Admin/Reception Assistant

**Department:** School based

**Person specification prepared by:** Personnel Officer

**Date:** February 2024

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b><u>Relevant Experience</u></b>		Previous experience of printing and document publishing work, to include practical experience of reprographics & publishing equipment.  Previous experience of working with audio & visual aids.	Application form.  Interview.
<b><u>Education &amp; Training</u></b>	Attainment of GCSE qualifications or equivalent (level 2 standard of qualification).	Attainment of NVQ level 2 in a related field.	Application form.  Interview.
<b><u>Special Knowledge &amp; Skills</u></b>	Communication skills.  Practical skills.	Word processing and spreadsheet skills.	Interview.
<b><u>Any Additional Factors</u></b>	Self-motivated.  Professional and helpful approach.  Willingness to work with children & young people.  Acceptance of different attitudes.  Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		Interview.

### **Special Conditions related to the post**

*The school is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.*

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information

Receipt of two satisfactory employer references one of which must be from your current or most recent employer

Satisfactory verification of relevant qualifications

Satisfactory health check

All new employees will be required to undertake mandatory training required by the school.

<b>How to apply:</b>	Complete the relevant applications form, equal opportunities form. Please note that applications will not be accepted unless on the attached application form. CVs are not accepted. Please complete an application form in full and return to: <a href="mailto:vharrison@richardlander.cornwall.sch.uk">vharrison@richardlander.cornwall.sch.uk</a>
<b>Contact details:</b>	Address: Mrs Vicky Harrison School Business Manager, Richard Lander School, Higher Besore Road, Truro, TR3 6LT Tel: 01872 273750
<b>Closing date:</b>	<b>Midday Thursday 31<sup>st</sup> October 2024</b> <b>Shortlisted candidates will be notified of the interview date.</b> Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful.