



Therefore,  
choose

# St Michael's Church of England High School A Church of England Academy

Growing in Body, Mind and Spirit

## Reprographics and Admin Support Officer



## Candidate Information

## Letter from the Headteacher

Thank you for your interest in the position of Reprographics and Admin Support Officer currently being advertised at St Michael's CE High School, a Church of England Academy.

St Michael's is a special place to learn and work with a strong Christian identity. Our mission statement is:

*As a vibrant learning community  
we choose to serve God  
pursue excellence  
and  
celebrate the uniqueness of each individual*

We aim to achieve this mission through a Christian learning experience which focuses on opportunities for growth in body, mind and spirit:-

*Body*

Where the safety, happiness and wellbeing of pupils are paramount. Where every child matters and more crucially, know that they matter.

*Mind*

High expectations and aspirations in all areas of school life create a disciplined and ordered learning environment where creativity, passion and enthusiasm help to engender a life-long love of learning and secure excellent pupil outcomes.

*Spirit*

Where pupils are supported to find for themselves the person that God wants them to be and really experience the joy and hope of 'life in all its fullness'.

As a thriving, oversubscribed Church of England Academy within the Diocese of Blackburn, our values are rooted in the Christian faith. Serving God, pursuing excellence and celebrating the uniqueness of each individual are at the heart of our distinctive ethos as we strive to 'be the best that we can be'. We create and sustain our caring Christian community by encouraging positive supporting relationships based on Christian values and striking a genuine balance between the highest academic standards and opportunities for personal growth.

Worship is at the centre of our school life and is led by various staff, the Christian Youth Worker and/or pupils, with occasional support from local clergy or visitors. The school Chapel Choir (Hughes Tutorial) and Worship Band help to create a contemporary vibrant experience. Each day begins with a year group worship, assemblies and school prayers. In addition we hold Eucharist services in the school chapel throughout the year both at the

start of the day and at lunchtimes. These services are led by various members of the local clergy who are always willing to support the school.

The chapel in the magnificent Armstrong Centre is also used for staff prayers and reflections. We hope that the school's distinctive Christian ethos shines through in all aspects of our life and work here. We have numerous student leadership roles within school and an active charities committee. Each year group within school is linked to a particular charity.

All staff take responsibility for behaviour and wellbeing around school on a day to day basis and model the qualities and Christian values we believe are important for self- worth, respect, responsibility and stewardship.

We are a high achieving school that seeks to provide opportunities for all pupils to grow in body, mind and spirit so that they might flourish. We are committed to the pursuit of academic excellence, with 89.2% of pupils achieving 5 or more standard passes (9-4) including English and Mathematics and 75% at grade 9-5 including English and Maths in 2022.

We want all at St Michael's to flourish and experience the hope and joy of life in all its fullness. We are confident that our pupils are provided with a rigorous and productive learning environment where they are both challenged and supported. We have talented, dedicated, caring and dynamic staff who are willing to develop innovative approaches to learning and teaching for our young people, provide outstanding care and guidance and support our distinctive Christian ethos. The support staff are an essential part of 'Team St Michael's' in helping to secure our vision and high expectations.

I hope the information provided on our website gives you a clear flavour of our ethos, of what to expect at St Michael's and also helps you to prepare for the application process.

I look forward to receiving your application.

Yours sincerely

*Jayne Jenks*

Mrs Jayne Jenks  
Headteacher





## Letter from the Governors



Thank you for requesting details for the post of Reprographics and Admin Support Officer at St Michael's Church of England High School.

Most of the information you will need is displayed on the school website. However, the governors are proud to emphasise the 'excellent' SIAMS inspection in November 2018. This was achieved by a whole school community approach of teachers, support staff, pupils, parents, carers and governors working together.

The strong academic, sport, and performing arts record is supported by the active Christian ethos apparent throughout the school; providing the opportunity for pupils to grow in body, mind and spirit. Staff focus on continually raising attainment, encouraged by inspiring, forward-thinking leadership and management.

The governors will expect the successful applicant to become a full and active member of 'Team St Michael's' and to support our distinctive Christian ethos.

Thank you for your interest and I look forward to hearing from you.

Yours sincerely

*Mr C M Metcalfe*  
Chair of Governors



## Head Girl and Head Boy Letter of Welcome

We appreciate your interest in the role of Reprographics and Admin Support Officer at St Michael's Church of England High School. St Michael's is an excellent school with exceptionally high standards, allowing pupils to develop both academically, physically, spiritually and socially.

'Team St Michael's' is a significant phrase used within our school life. The 'team' encompasses parents, pupils, staff and governors, who all work closely together allowing pupils to, "be the best that they can be". This 'team' helps create a strong pupil teacher relationship which is necessary to create mutual respect and a sense of community. Exceptional examination results already demonstrate that this is in place.

Christianity is at the heart of all that happens at St Michael's. 'Growing in body, mind and spirit' is the school's philosophy and this can be seen throughout school. At St Michael's, pupils' faith in Christianity is developed and encouraged. Each year group has a weekly worship, tutorial worship and prayers every morning and Christian values are embedded within lessons, helping to produce a compassionate environment.

St Michael's Church of England High School really is a fantastic place to learn. Pupils experience engaging and productive lessons, which challenge and support us.

'Celebrating the uniqueness of each individual' is another key focus, which is already well integrated into school life. We hope the member of staff appointed will be passionate and enthusiastic and willing to go the extra mile to support us in all that we do.

Yours sincerely

*Freya and George*

(Head Boy and Head Girl 2022-23)



**Reprographics and Admin Support Officer**

**Up to 37 hours per week**

**Required as soon as possible**

**Term time only**

**Grade 4: Points 4-6 - £21,189 – £21,968**

**Pro rata - £17,916 – £18,575**

**Applicants are asked to provide a fully completed application form and a supporting letter (no longer than 2 sides of A4 in length in Arial point 12) that clearly sets out how your experience to date prepares you for the advertised post (with reference to the enclosed person specification).**

Closing date for applications: 9am Friday 16<sup>th</sup> June 2023

Interview Day: TBC w/c 19<sup>th</sup> June 2023

Applications should be returned by email to: [vacancies@saint-michaels.lancs.sch.uk](mailto:vacancies@saint-michaels.lancs.sch.uk)

Applicants will be asked to produce original certificates for all education qualifications stated in the application form prior to the appointment being confirmed. All appropriate safeguarding and attendance at work checks will be requested.









## Person Specification/Selection Criteria

***The applicant will be required to safeguard and promote the welfare of children and young people and be faithful to the trust deed.***

**Note:** Candidates failing to meet any of the essential criteria will automatically be excluded

### Person Specification

#### Section A Qualifications, Experience and Professional Development

Training and Qualifications		
5 GCSEs at C or above or equivalent, including Maths and English	E	A
Further professional qualifications, eg A level, BTEC or higher in relevant subjects	D	A
A willingness to work towards a higher professional qualification	D	A/I
Evidence of Continuous Professional Development	D	A/I
First Aid qualification or willingness to complete this qualification	E	A/I
To have undertaken safeguarding training or have a willingness to do so	E	A/I

#### Professional Development and Experience

Good computer skills -confident (with training) in working with different software	E	A/I
Experience of MS Word, Excel, Outlook, internet use	E	A/I
General Office administration experience	E	A/I
School based office administration	D	A/I
Willingness and motivation to develop own skills	E	I

#### Section B Professional Knowledge, Skills and Understanding

Maintain and develop close relationships with and provide advice to staff, parents, governors and the community	E	A/I
Communicate effectively (both orally and in writing) parents, carers, staff and pupils	E	A/I
Be able to work on own initiative with excellent organisational skills and adaptability	E	A/I
Work effectively within a busy school team	E	A/I
Commitment to safeguarding and protecting the welfare of children and young people	E	A/I
Ability to be assertive yet lead with empathy and sensitivity	E	A/I
Resilient with excellent organisational and time management skills	E	A/I
Ability to utilise a variety of ICT systems	E	A/I
Ability to write effectively for a variety of different audiences	D	A/I
Ability to work flexibly and under pressure	E	A/I
Commitment to undertake in-service training	E	A/I
Ability to demonstrate a commitment to the Equal Opportunities policies in practical terms in the context of service delivery, employment issues and commitment to customer care practices	E	I



### Section C Personal Skills and Attributes

Fully supportive of the Christian ethos of the school	E	A/I
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Enhanced DBS Disclosure will be required	E	A/I
Ability to maintain confidentiality and discretion at all times.	E	A/I
Driving licence and car	D	A
Smart appearance in accordance with the school dress code	E	I

### Section D: Confidential References and Reports

Positive and supportive faith reference from the priest/minister where the applicant regularly worships	D
Positive recommendation from all referees, including current employer	E

#### KEY

E = Essential  
D = Desirable  
A = Application  
I = Interview  
R = References

The role and responsibilities may evolve over time in accordance with the grade of the post. As a vibrant and successful school there are many demands on time, so flexibility and the ability to work under pressure are essential skills for this post; although you will benefit from working alongside supportive colleagues in a well-established team.

This post may involve occasional work beyond school hours in support of school events/meetings such as Parent Consultation Evenings, Open Evening, School Improvement meetings, Pupil Manager meetings.



## Job Description

### **Line Manager: Chief Finance Officer & Business Director**

Our mission statement:

*As a vibrant learning community we choose to  
Serve God  
Pursue Excellence  
and  
Celebrate the uniqueness of each individual*

### **We aim to achieve this mission by:**

- providing a learning experience which enables our pupils to flourish and grow in body, mind and spirit
- providing a learning environment which is ordered and disciplined
- encouraging and recognising positive progress, attainment and behaviour both within and beyond the curriculum
- having high aspirations and high expectations from all, confident that everyone can experience success

### **Main Purpose**

Under minimal supervision maintain, provide and efficient and effective reprographics service to the school. Provide general administrative support for the school across all support functions and curriculum admin support.

### **Job Purpose**

To be an effective member of the support staff, helping the school to achieve its overarching vision, ethos and outcomes, and to support the pupils to grow in body, mind and spirit.

### **Key duties:**

#### **Reprographics**

- Ensure that all printing and finishing is presented correctly and completed within agreed timescales
- Ensure that all machinery and equipment is clean and safe
- Advise staff on presentation of documents
- Creating booklets or other resources as required
- Order reprographics supplies and equipment to maintain stock levels from an agreed budget
- Contact technicians in the event of machinery breakdowns
- Maintain records of figures and costs for reprographics department and advise staff of costs where required
- Assist in the promotion of reprographic services
- Complete any laminating work required
- Creation of resources for curriculum area as required
- Produce reprographic and laminating work for displays in curriculum and general areas, creating banners, printing and putting up work as directed by teaching staff.
- Ensure any copying is within the printing copyright procedures and regulations.



## General Admin Support

- Distribution of mail around school and franking of out-going mail.
- Provide support for pupils coming to the office for assistance. For example, this will include, providing first aid/ sickness response, lost property, helping pupils with any lost items, timetables, resources and other queries.
- Undertake main reception duties including answering telephone and responding to routine queries, including, where appropriate, dealing with external visitors and pupils.
- Supporting with hospitality for visitors and staff during the school day. This may also include providing support setting up rooms for meetings and events.
- Provide general school administrative support, using Microsoft products and the various school systems, such as SIMS, School Synergy, Schoolcomms.
- Provide support to curriculum areas which may include, typing up of meeting notes, schemes of work, data inputting, order requisitions, stock check of incoming deliveries, distribution and storage of stock.
- General welfare support, where required, including midday supervision.
- Support the Wellbeing team and Attendance, in managing pupils around school, helping out at internal events (such as careers events, vaccinations, school photographs)
- On occasion and with prior agreement, you may be asked to attend and support events out of school hours, for which you will receive time off in lieu.

## General

- To work as part of the wider team, providing support where required and as necessary throughout the school year, to meet the demands of the need of the school.
- To work within school policies and procedures.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues.
- Any other duties as requested commensurate with level of pay.
- Be involved in personal Continuing Professional Development and school wide training

**Note: In addition, other duties at the same responsibility level may be interchanged with/added to this job description.**





