



Royal Greenwich
Trust School



Candidate Information Pack

Reprographics and Administrative Assistant

Learning Today, Leading Tomorrow
Responsibility | Grit | Teamwork | Success



“ Providing transformational educational opportunities for all children...”



Reprographics and Administrative Assistant Royal Greenwich Trust School

University Schools Trust

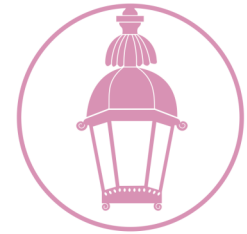
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Welcome



Thank you for interest in the advertised post at the Royal Greenwich Trust School. We are proud to be a part of the University Schools Trust, a cross-borough multi-academy trust which includes St Paul's Way Trust School and St. Paul's Way Trust Foundation School in the London Borough of Tower Hamlets.

As part of the University Schools Trust, we have strong partnerships with 6 world-leading universities and other key organisations. Together we are working collaboratively to deliver the best outcomes and life chances for our students.

Our staff are our greatest asset and we are working with the UST to develop an exciting people strategy, focused on purposeful practice, bespoke professional development and meaningful staff wellbeing.

The UST provides staff in all its schools with a wide range of accredited courses, training opportunities and networking events to support collaborative practice.

Our website will give you a broader picture of our school including key information and a sense of what our community stands for:

www.rgtrustschool.net

If you are interested in applying for the post and would like to arrange an informal discussion, please contact the HR Team on 020 8312 5480 ext. 515

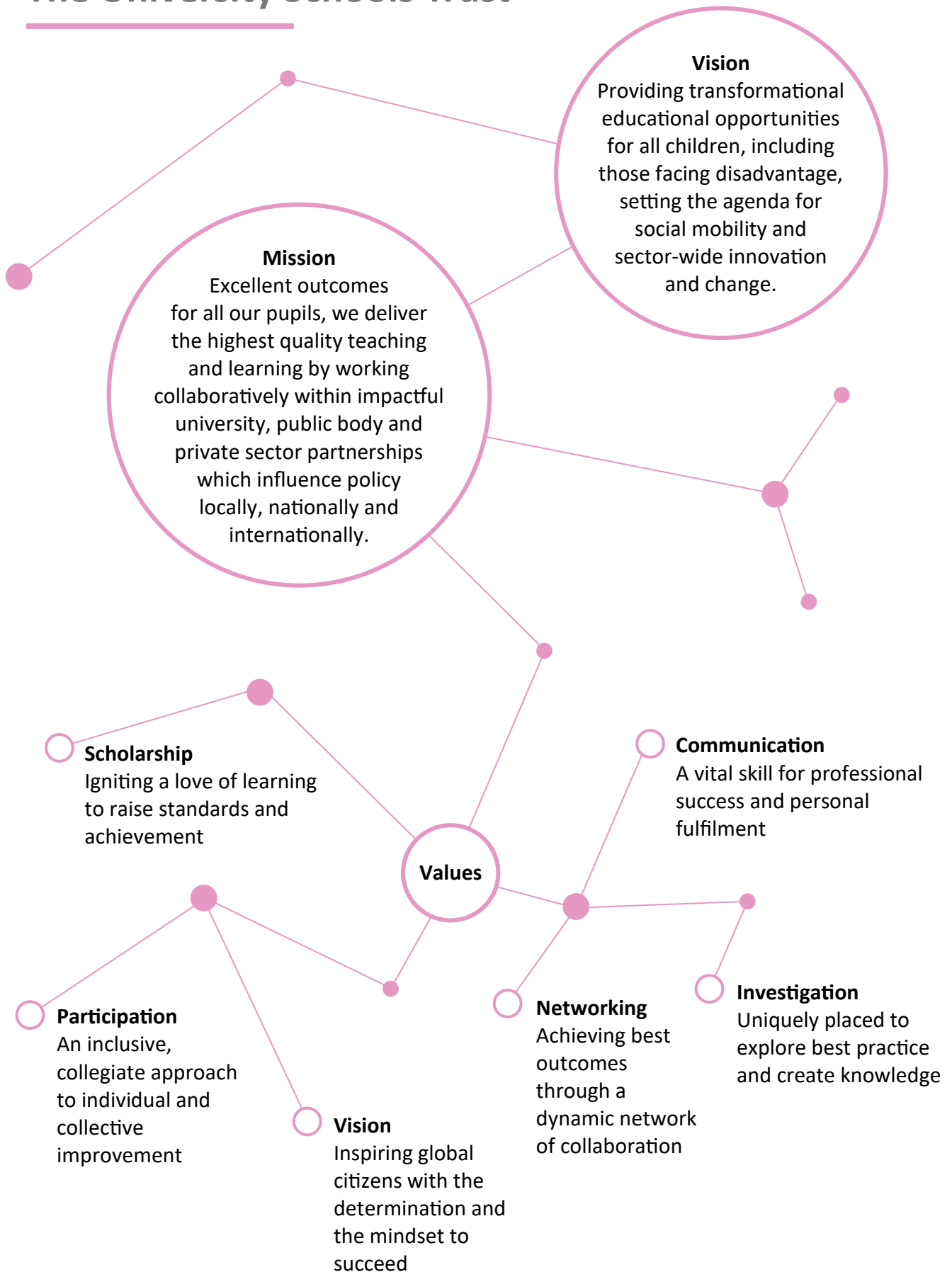
or email Recruitment@rgtrustschool.net.

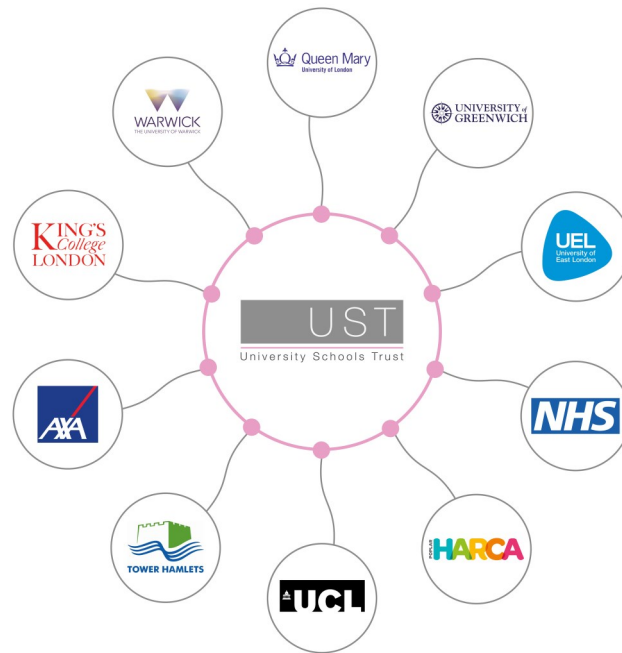
Caroline Longhurst

Headteacher

Learning Today, Leading Tomorrow

The University Schools Trust





The University Schools Trust (UST) and our schools provide excellent education, derived from exceptional teaching and learning, for thousands of pupils each year.

UST is a unique partnership of six world-leading universities and five sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are academically challenged and we use our resources efficiently. The inspirational staff at UST are our greatest resource, and they are encouraged to innovate, share and continually raise our standards.

The UST School of Education, our innovative centre of excellence for school improvement, supports all our teaching and learning. Our university links enable us to co-commission and participate in research to stretch our knowledge of what works and why, and our culture of open collaborative partnership encourages staff to share and learn with other education professionals.

By developing a culture of growth and excellence, the School of Education adds value to our greatest resource – our staff.

For more information about our School of Education please see:

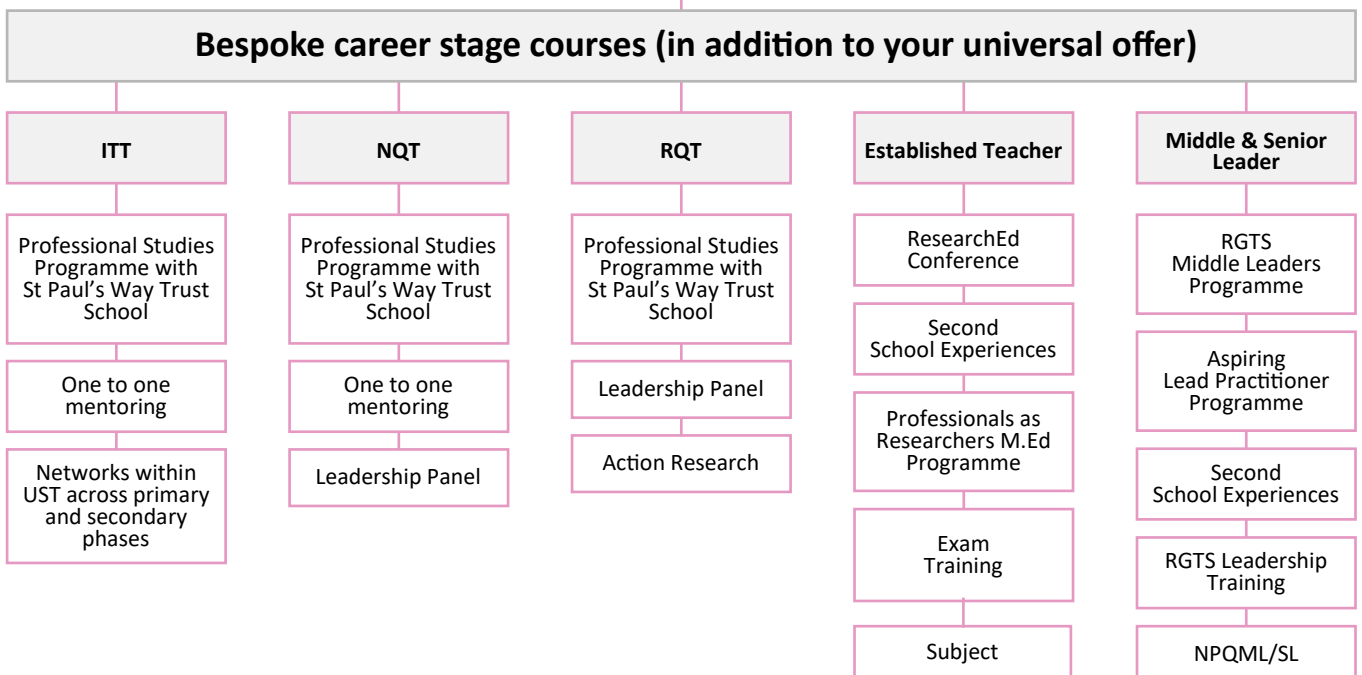
www.ust.london/444/school-of-education

Continual Professional Learning

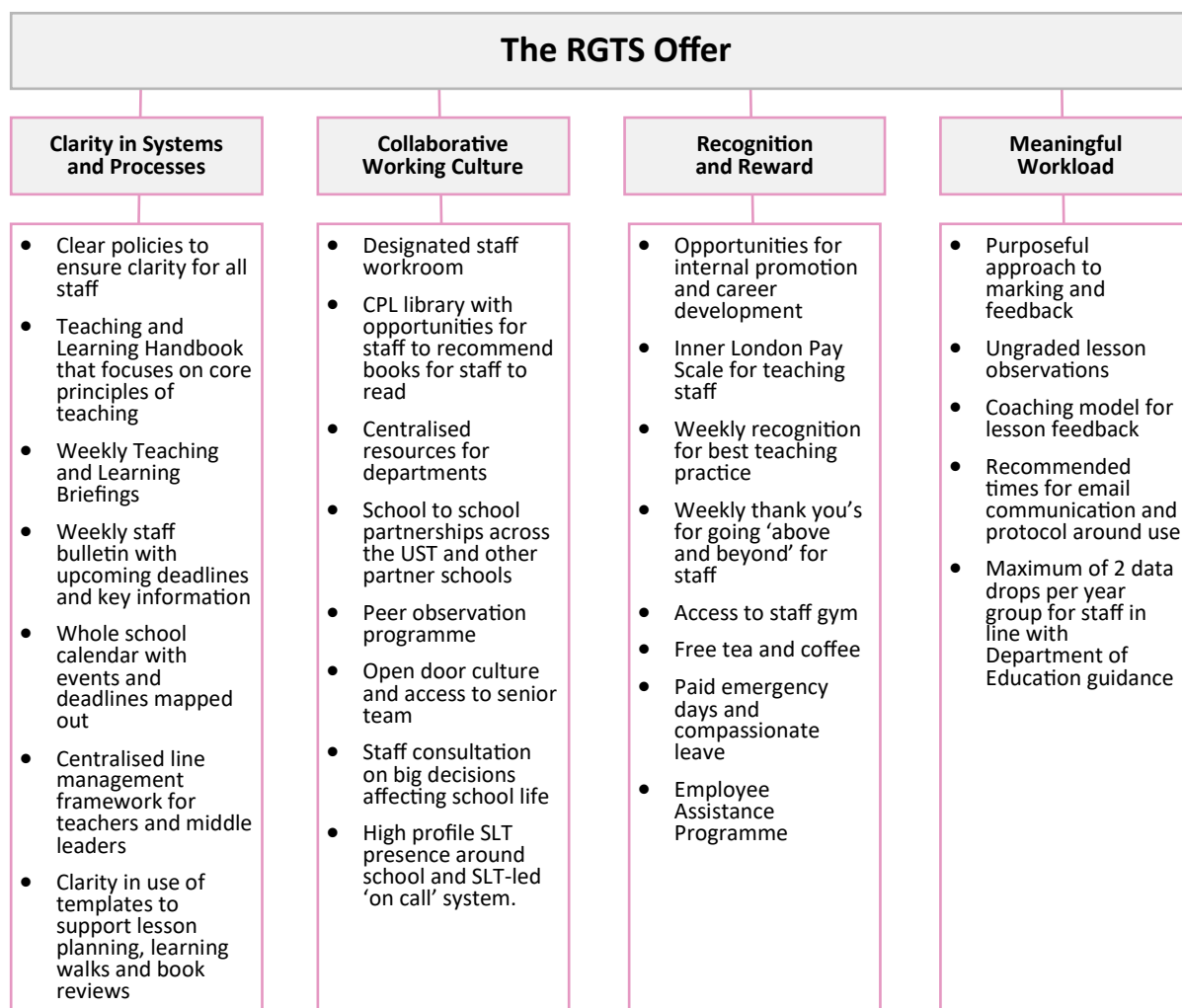
At RGTS we are committed to ensuring that all staff across the school are given opportunities to develop their practice in order to excel as professionals. This is achieved through a programme of internal and external training with an extensive network of training providers across London, our staff have access to the highest quality of training available.

All teachers at RGTS have access to regular opportunities for training and development, both as individuals and as part of their wider faculty teams. This includes:

- Weekly teaching and learning briefings where colleagues share best practice
- Masterclasses for specific areas of pedagogical development
- Twilight sessions for extended faculty-based training
- Learning labs that allow teachers to conduct peer to peer observations
- Coaching from a team of external coaches



Staff Benefits and Wellbeing



RGTS is committed to ensuring that staff are supported and that their wellbeing is considered at school. To that end, strategies to support staff are grouped into four broad areas:

- **Clarity in Systems and Processes** - staff are given clear direction and that time can be managed effectively.
- **Collaborative Working Culture** - staff are able to access peer to peer support and work together to minimise personal workload.
- **Recognition and Reward** - staff feel valued for their contributions to the school and that staff are encouraged to go the extra mile.
- **Meaningful Workload** - decisions are mindful of staff workload and efficient working practice.

Job Title:	Reprographics and Administrative Assistant
Location:	The Royal Greenwich Trust School
Responsible to:	Head of School Administration
Full/part time:	Full-time – 35 hours per week. Term Time Only + 2 weeks
Grade:	Scale 4- £23,400 - £24,684 (Salary will be pro-rata of FTE)

INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust, we are small enough to know and care about the professional development of every single employee, and through our influential trust partners we have increased the scope of our work and the opportunities available to students and our staff.

OUR VISION

To provide transformational educational opportunities for children across London, setting the agenda for social mobility and sector-wide change.

MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest calibre of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence. A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

JOB PURPOSE

MAIN PURPOSE OF THIS ROLE

As Reprographics and Administrative Assistant, you will provide support as part of the Administrative team to the school, assisting at the reception desk, completing administrative tasks set and agreed with the Head of School Administration and also organising and completing reprographic tasks (printing, displays, stationary orders) for staff and the school for lessons and/or events.

SPECIFIC RESPONSIBILITIES

Reprographics duties:

- Reviewing and processing reprographic requests.
- Regularly updating the reprographics tracker and send each month to Finance Manager and Head of School Administration.
- Operating all equipment, i.e. photocopier, scanner, printer, laminator, binder, stapler, computer for word processing and desktop publishing any other equipment that may be provided.
- Maintaining and operating the franking machine.
- Maintaining and organising the stationery cupboard, ensuring an inventory is kept for all supplies.
- Maintaining the display boards around the school and updating the tracker.

Reception Duties:

- Supporting at reception greeting visitors face to face, answering phone calls and passing on messages to relevant people.
- Ensuring that there is a warm, welcoming and professional feel to our 'front of house' for visitors, and during events.
- Ensuring visitors to the school are welcomed in a professional, polite and friendly manner and adhere to the school's security/Safeguarding Policy (e.g. visitors' badges, signing in/out etc.)
- Following the school's procedure for signing out students for appointments.
- Tracking calls at reception and following up with staff regarding unresolved matters.
- Keeping the reception area tidy and organised, to reflect a clean and professional environment.

Administrative Duties:

- Answering telephones and directing phone calls to the relevant colleagues across the school.
- Gathering, storing and retrieving documents.
- Tracking Reprographics/Administrative data and ensuring it is up to date.
- Filing, including the handling of confidential and sensitive data.
- Handling incoming and outgoing mail and packages.
- Ensuring that all mail and packages are delivered to the correct people.
- Covering duties at reception such as meeting visitors face to face, answering phone calls and passing on messages to the relevant people.
- Providing administrative and organisational support to the administration team.
- Maintaining a log of external communications, ensuring that stakeholders are responded to in a timely manner.
- Supporting with the administration of events such as Parents' Evening and Academic Review Day.
- Assisting in providing hospitality for meetings and events when required.
- Supporting the school with sending letters and other communication to parents/carers when and where required.
- Organising appointments by telephone/letter and any other duties required for Academic Planning Day, Parents Evening, Open Evening, Year 6 interviews etc.
- Attending team and staff meetings as required.

COMMON ROLES OF ALL TRUST MEMBERS

Leadership: Vision and Values

- Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents/carers and wider community, the vision, purpose and leadership of the Trust.
- To ensure equal opportunities for all.
- To be committed to safeguarding and to promoting the welfare of all young people.
- To assist in the development of a culture and environment in which young people thrive and to drive innovation.
- To drive up educational standards, promote life-long learning and continually improve outcomes for all.
- Lead and contribute to an ethos in the Trust, where well-being and respect are at the heart of the Trust and each student is valued and nurtured to develop personally and educationally.

Leading and Managing Others and Self

- Take responsibility for the day-to-day management of designated staff.
- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets and take responsibility for own development.
- Actively engage in the performance review process.
- Work within the Trust's Health and Safety Policy to ensure a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents/carers, colleagues and visitors.
- Adhere to Trust policies and procedures.

Additional Requirements:

- The postholder must demonstrate a flexible approach in the delivery of work. Consequently, the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.
- Carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the school and the University Schools Trust.
- The Trust is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust's Equal Opportunities Policy and Use of ICT Policy.
- Complete any training required to improve performance and take part in the school performance management systems (where relevant).
- Undertake such other duties as are commensurate with the post and which may reasonably be required by the Trust.

JOB AGREEMENT

The postholder will be line managed and appraisal managed by: The Head of School Administration.

The above job description was agreed on (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual appraisal process.

_____ Signed by (Postholder)

_____ Signed by (Headteacher)



	Essential
Qualifications	<ul style="list-style-type: none"> • 4 GCSEs at Grade 4 or above/A*- C (or equivalent) (including English Language and Mathematics) or equivalent
Knowledge/ Understanding	<ul style="list-style-type: none"> • Good ICT skills, including the use of Microsoft Office platforms: Word, Excel, PowerPoint, Publisher and MS Teams • Experience of working in a school setting (desirable)
Skills and abilities	<ul style="list-style-type: none"> • Excellent interpersonal and organisational skills • Ability to act on own initiative and be a self-starter • Ability to communicate and interact effectively face to face, in writing and over the telephone • Ability to maintain an eye for detail in all aspects of your work • Ability to meet deadlines while maintaining accuracy of work

Application and Selection Process

All applications will be acknowledged and there is a nominal closing date for this role. Candidates are encouraged to submit their applications as soon as possible as preliminary shortlisting may begin as soon as they are received.

To apply please:

- Visit www.rgtrustschool.net and follow the link to complete your application form.
- Provide a personal statement (no more than 2 sides of A4) which demonstrates your suitability for this role based on your experiences and achievements to date and how you meet the criteria set out within the job description and person specification.
- Provide two professional references, one of whom must be your current/most recent employer.

Deadline for applications to be received is Monday 27th June 2022, 9am.





Royal Greenwich Trust School

765 Woolwich Road, Charlton, London SE7 8LJ

T 020 8312 5480
E Recruitment@rgtrustschool.net
W www.rgtrustschool.net

