



EXTERNAL

Post: Reprographics Assistant

Hours of Work: Permanent, Part Time (18 hours per week Tuesday), Term Time only

Salary: Grade 4, Points 3 to 5, £22,737 - £23, 500 (FTE)

Actual Salary: £9,514 to £9,833 per annum

This is an exciting opportunity to join the Reprographics department at Bluecoat Wollaton Academy, the Reprographics team is part of the wider administration team and we are looking to welcome a new member to join our high achieving, successful and forward-thinking team on a permanent basis.

The post holder will work under the supervision of the Office Manager to ensure the production of high quality electronic and printed resources which will support teaching and learning, displays, signage and other solutions. Although this role is not directly student or visitor facing, we expect the post holder to provide an excellent customer service and to work collaboratively with our staff body and therefore, we are looking for someone who enjoys working with people, is self-motivated and committed to providing an outstanding service to the Academy.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. We welcomed three further secondary schools in Derby to the Trust in 2021 and opened Bluecoat Trent Academy, a secondary Free School in Nottingham in September 2021.

The Trust now comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, The Nottingham Emmanuel School and Sixth Form, Bluecoat Trent Academy, The Long Eaton School, Lees Brook Academy, Alvaston Moor Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

The successful candidate will be committed to the students and academy life and will possess the ability to communicate effectively and be able to raise the standards of learning for all of the students with whom they are required to work.

The growth and development of our Multi-Academy Trust makes this an excellent opportunity to join us, as we seek to serve a growing number of young people across the region.

In return we can offer:

- Archway benefits to include shopping discounts and competitions
- A free and confidential employee assistance programme offering counselling and advice
- Generous pension scheme
- Access to discounted travel schemes
- Cycle to work scheme
- Comprehensive training and support
- Opportunities to develop new skills and progress your career
- Eye care voucher scheme
- Free flu vaccine
- Access to e-learning and development

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to the satisfactory completion of an enhanced DBS check, Barred List check, the receipt of satisfactory references, online searches and any other statutory checks that are required for the post. We are an equal opportunities employer.

For more information about Archway Learning Trust and the vacancy, please visit www.archwaytrust.co.uk/vacancies. To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

Closing Date: 9am, Monday 30th September 2024

Interview Date: To be confirmed