

APPLICANT

PACK



NEWFIELD SCHOOL



Realising Potential. Transforming Lives.

Headteacher's Welcome

Dear Colleague

Thank you for your interest in joining Newfield School. This is an excellent opportunity to join our great school and to play role in shaping the provision of education and lifelong learning opportunities for our students. We believe that 'Achievement Leads to Opportunity and Choice' and our three core values underpin and drive all that we do for our students;



- We are high performing because we are curious and have a thirst for knowledge;
- We are considerate and value our community;
- We succeed through commitment and relentless ambition.

Irrespective of starting point, family background or ability each and every child that walks through our school doors deserves a quality first education. We are passionate about the numbers of students who are classed as disadvantaged making the same as, if not more, progress than their advantaged peers. Therefore, we lead a high functioning school that gives children true social justice and the opportunity to make the best of their education ensuring no doors are closed in their future. Achieving qualifications alongside our commitment to exciting and engaging extra-curricular offer means our students have opportunity and choice following their rich education at Newfield School.

Newfield School is a truly special place to work. The core business of teaching and learning is at the heart of all we do. We have high expectations of our staff but we also value and look after them. We balance hard work with meaningful and tailored professional development, great practice every day with a manageable workload. Our school has a proven consistent record of success and we will continue to make exceptional progress with our students this year and into the future.

We believe that our students are future scholars in their chosen fields and that teachers are the experts in the classroom who should impart their knowledge to students. We use the best evidence to lead our approach to learning and teaching and follow approaches that are supported by cognitive science. As a result, lessons are structured around the explicit teaching and assessment of knowledge. They are characterised by rapid progress, whole class drills, repetition of facts, teacher led instruction and high performance regardless of ability or background.

The climate for learning in our school is very positive and this is underpinned by very high expectations of behaviour, dress and attitude to learning. Our students are well-behaved and ambitious. All staff are consistent in their high expectations and

approach to discipline and the Senior Team have a high presence day in day out in our school.

Newfield School is a valued partner and driving force within Mercia Learning Trust, a local and ambitious Trust that is dedicated to improving the life chances and careers of its students and those professionals working within it. The Trust is one of the most successful Trusts in the Yorkshire and Humber region and changes the lives of over 3000 children and young people in Sheffield and is continuing to grow.

This is an exciting time for us as we move towards being a truly exceptional school. Our reputation is growing and our challenge now is not just to sustain but to surpass our recent GCSE performances, to lead the way on pedagogy, to deliver effective and exciting learning at the highest level and to become a beacon school for training, research and professional development.

We support applications from candidates who understand and support our approach to teaching and learning. Imaginative and committed, you will have a passion for your subject, high standards of professionalism and high expectations of students.

For an informal and confidential discussion, please contact Ruth Cressey, PA to the Headteacher on 0114 255 7331 or email rcressey@newfield.sheffield.sch.uk.

If this excites you and you believe you have the necessary skills for this role, I would welcome your interest and application.

I look forward to meeting you.

Yours faithfully



Emma Anderson
Headteacher



Advertisement

Post: Reprographics/Clerical Officer

Contract term: 7.5 hours/40 weeks per year

Contract type: Permanent

Salary: Grade 3 (currently £21,575 to £21,968)

Actual Salary: £3,858 to £3,928 (with under 5 years service)

Commencement Date: Immediate Start

An exciting opportunity has arisen for Reprographic/Clerical Officer at Newfield School. The post is for one day per week on a Friday.

Newfield School are seeking to appoint an outstanding Reprographic/Clerical Officer to join our busy Administration team providing a high level of clerical and administrative support to the school.

Newfield School is part of Mercia Learning Trust, one of the most successful Trusts in the Yorkshire and Humber region, changes the lives of over 3000 children and young people in Sheffield and is continuing to grow.

Primarily working in Reprographics and Printing the successful candidate will be a proven multi-tasker with enthusiasm, energy and drive and the ability to manage conflicting priorities effectively whilst maintaining high levels of accuracy.

The successful candidate will have excellent working knowledge of ICT packages, experience of Publisher and Adobe and with multi-functional networked copiers in a busy reprographics environment is desirable.

The Reprographics Officer is a crucial role within the school. You will be responsible for providing a comprehensive reprographics support service to the whole school. We are therefore looking for someone who can always demonstrate exemplary customer service and who can work as part of a team to ensure the highest delivery of services. If this excites you and you believe you have the necessary skills for this role, we would welcome your interest and application.

To apply please submit a Trust application form to recruitment@merciatrust.co.uk
Please note we do NOT accept CV's or Council application forms.

Closing date for applications is Friday 22 September 2023

Interviews are expected to take place week commencing 25 September 2023

JOB DESCRIPTION

Post Title:	Reprographics/Clerical Officer *This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification
Grade:	3
Hours/Weeks:	7.5 hours/40 weeks per year
Responsible to:	Office Manager
Responsible for:	N/A

The post holder must at all times carry out his/her responsibilities within the spirit of School policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to statutory responsibilities of the Governing Bodies of Schools.

PURPOSE OF THE POST

- To provide a full reprographics service to students and staff and help to promote a positive image of the school through the production of professional documents for both internal and external use.

ANTICIPATED OUTCOMES OF THE POST

- A responsive, effective and professional reprographic and printing support service which is fully embedded across the school.

KEY RESPONSIBILITIES

- To provide reprographic and professional printing support in line with the operation of the school.
- To work as part of a team of support staff in providing a high level of clerical and administrative support to the school.
- To use the reprographics finishing equipment as and when required such as the guillotine, binding and laminating machines.
- Provide a 'Design Service' as and when required supporting effective presentation of materials for staff and students.
- To operate established and new technology based office equipment.

- To provide general clerical support where appropriate to teaching staff.
- To collect and record appropriate statistics.
- To maintain a tidy, well organised and well stocked professional working area.
- Monitor and report on stock used by Departments.
- Ensure all photocopiers are well stocked and maintained including clearing minor paper jams.
- To undertake general clerical duties.

WORKING ENVIRONMENT AND CONDITIONS OF THE POST

- In order to deliver the service effectively, a degree of flexibility is needed, the post holder may therefore be required to carry out work outside of normal working hours. Time off in lieu will be given for such events and duties will fall within the scope of the post, at the appropriate grade.
- The post may be required to travel and work within any school in the Mercia Learning Trust.

GENERAL DUTIES

- To contribute to whole school events as and when required.
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- Be aware of and support diversity, ensuring equal opportunities for all.
- Develop professional, constructive relationships with other agencies, schools and professionals.
- Participate in meetings, training and performance development as necessary.
- Recognise own strengths and areas of expertise using these to advise and support others.
- Be willing to undertake training and professional development in order to improve own practice.
- Where appropriate, take part in the appraisal and professional development of others.
- Any other duties and responsibilities appropriate to the grade and role.

A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.

PROMOTION OF TRUST VALUES

- To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility.
- To contribute to the overall ethos, work and aims of Mercia Learning Trust.
- To support and contribute to the Trust's commitment to safeguarding all students. All schools in the Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.

- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher/CEO to reflect or anticipate changes in the post commensurate with the grade or job title.

Issue Date: September 2023

PERSON SPECIFICATION

Post Title:	Reprographics/Clerical Officer
Salary:	Grade 3
Responsible to:	Office Manager
Responsible for:	N/A

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications and Training	GCSE grade C or equivalent in Maths and English	
Experience	Experience of working in a busy environment with conflicting priorities where high levels of accuracy are required Working effectively as part of team Excellent organisational skills - ability to be proactive and prioritise Good interpersonal skills and ability to build effective	Working in a school setting Experience of working in reprographics/printing environment Experience of Publisher and Adobe

	relationships with students, parents, colleagues and external links Effective time management	
Knowledge/Skills (Ability to)	Excellent working knowledge of ICT packages – Microsoft Word, Excel, Outlook Understanding of Safeguarding and child protection procedures	
Personal Qualities	Calm under pressure Flexible Honest and reliable Patient Empathetic with young people Team player High personal and professional standards	

The Application Process

All candidates must complete the following application process.

- All applicants must submit a Trust application form. We do not accept CVs or Council Forms. The application form can be found under 'Careers' at www.merciatrust.co.uk
- Email your completed application to recruitment@merciatrust.co.uk or post it to:
MLT Recruitment Team
Mercia Learning Trust
79 Glen Road
Sheffield, S7 1RB

After your application has been submitted:

- In all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.

- All applications that have been submitted via email will receive an email confirming receipt.
- An email and/or letter will be sent to shortlisted candidates with details of the interview process.
- If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Further information:

- Take a look at www.mercialearningtrust.co.uk/careers for more on what it's like working for the trust, what we offer you, and what we're looking for.
- Should you require any additional information about the role or the school, or would like an informal discussion or out of hours visit, please contact us on 0114 2557331 or rcressey@newfield.sheffield.sch.uk.
- For more information about the application process, please email recruitment@mercialearningtrust.co.uk.

Key dates:

- **Closing Date Friday 22 September 2023**
- **Interviews are expected to take place week commencing 25 September 2023**

The small print

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

We are an Equal Opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact the Recruitment Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.