

# APPLICANT PACK



**CENTRAL TEAM**



**Realising Potential. Transforming Lives.**



## Advert

**Post: Reprographics/Clerical Officer, Mercia School**

**Contract Type: 22.5 Hours, term time only**

**Contract Term: Permanent**

**Full Time Salary: Grade 3 (£21,575 – £21,968)**

**Actual Salary: £11,222 – £11,426 (with under 5 years' service)**

Mercia Learning Trust has an exciting opportunity for a Reprographics/Clerical Officer to join their IT Team providing a high level of clerical and administrative support to Mercia School.

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 digital publishing applications such as 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 demonstrate exemplary customer service at all times and who can work as part of a team to ensure the highest delivery of services.

We are flexible on working hours and can be negotiated at interview.

Further information, including details on how to apply, are available on the school website. For an informal and confidential discussion, please contact Gareth Harle (IT Director) on 07495 216 022.

To apply, please submit a Mercia Learning Trust Application to [recruitment@merciatrust.co.uk](mailto:recruitment@merciatrust.co.uk). Please note we do NOT accept CV's or Sheffield City Council Application Forms.

**Closing date for applications is Monday 13<sup>th</sup> February.**



Thank you for your interest in this role within Mercia Learning Trust.

Mercia Learning Trust is a highly successful partnership of 3 primary and 3 secondary schools located in the southwest of Sheffield. We are proud that overall effectiveness, outcomes and improvement trends are amongst the strongest in any trust in the country.

Our Trust is based on a deep and shared moral purpose. We believe an exceptional education can realise the potential of every student, whatever their background, and truly transform lives...

Working as individual schools, and in deep partnership, our singular intention is to ensure every student, whatever their background, will attend an exceptional school. We believe students should enjoy school, feel safe and fully supported, be inspired to learn, develop character and aspiration, and realise their full potential. We are so committed to student success and well-being that we choose to think of every student we serve as if they were our own, and to measure our actions and impact against this.

Our Trust has a mature definition of partnership which we call aligned autonomy. We share the same mission, values and moral purpose, have an increasing amount of common best practice (often backed by research), and benefit from our combined resources and reputation. Nevertheless, we understand that schools are unique and are best led by leaders and staff who feel fully accountable and are able to individually innovate in the light of their context. This balance between difference, sharing and commonality is what drives improvement and lies at the heart of our Trust.

Alongside our students, our staff are our greatest asset. As such we are deeply committed to recruiting, developing, retaining and caring for our exceptionally talented and committed staff teams.

This commitment is enshrined in the Mercia Pledge which is designed to ensure our staff get the very best professional experience and support on offer anywhere. The Mercia Learning Alliance sits at the centre of this strategy, alongside that to recruit new teachers into the profession, and support system leadership across the sector.

In a short period, our Trust has achieved a great deal. However, we are ambitious and forward-thinking, and fully committed to maintaining and improving student experience and outcomes, and further improving our Trust.

We also believe we are well-placed to engage in careful and sustainable growth in the light of our Trust mission and priorities.

Chris French  
CEO



Thank you for your interest in this role within the Central Services Team at Mercia Learning Trust. Our Central Team was established in 2016 and has seen continued growth in capacity and expertise over the last few years.

We continue to develop new ways of working to ensure we can effectively respond to the needs of each school within the Trust and continuously improve the support we offer.

The team is pivotal in the successful operation of the Trust and is focused on supporting the improvement of educational standards in all our schools. All of the work carried out by our Central Teams is in relation to the non-teaching and learning aspects of running our schools; Estates, Finance, HR, IT and Payroll.

We want to drive improvement by developing the efficiency of our schools through shared resources. Effective and efficient use of resources supports teaching and learning across the schools and ensures both the long-term viability of individual schools and the sustainable growth and strategic direction of the Trust.

As Director of Finance and Operations, I ensure that the services we offer are sustainable to support our future growth and provide strategic oversight of operational services across all our schools. As a team, we offer a high-quality service to all schools within the Trust. This centralised structure relieves the burden of administrative responsibility from schools allowing Headteachers to focus on teaching and learning.

We encourage our staff to be flexible thinkers with an open-minded approach. If you are as excited about this as we are and want to join us on our journey, we would be delighted to receive your application.

Charlotte Chance  
Director of Finance and Operations

## JOB DESCRIPTION

<b>Post Title:</b>	<b>Reprographics/Clerical Officer</b>
<b>Grade:</b>	<b>3</b>
<b>Hours/Weeks:</b>	<b>22.5 Hours, term time only</b>
<b>Responsible to:</b>	<b>Director of IT</b>
<b>Responsible for:</b>	<b>N/A</b>

**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.
- To provide administrative support to the trusts IT Team.

### **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 provide general administrative support to the IT Team which may include placing orders, record keeping and other general administrative tasks.
- 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 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: January 2023**

## PERSON SPECIFICATION

<b>Post Title:</b>	<b>Reprographics/Clerical Officer</b>
<b>Grade:</b>	<b>3</b>
<b>Hours/Weeks:</b>	<b>22.5 Hours, term time only</b>
<b>Responsible to:</b>	<b>Director of IT</b>
<b>Responsible for:</b>	<b>N/A</b>

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications/ Training	GCSE grade C or equivalent in Maths and English	
Experience	<p>Experience of working in a busy environment with conflicting priorities where high levels of accuracy are required</p> <p>Working effectively as part of team</p> <p>Excellent organisational skills – ability to be proactive and prioritise</p>	<p>Working in a school setting</p> <p>Experience of working in reprographics/printing environment</p> <p>Experience of digital publishing applications such as Quark or Adobe InDesign.</p>

	<p>Good interpersonal skills and ability to build effective relationships with students, parents, colleagues and external links</p> <p>Effective time management</p>	
Knowledge/Skills (Ability to)	<p>Excellent working knowledge of ICT packages – Microsoft Word, Excel, Outlook</p> <p>Understanding of Safeguarding and child protection procedures</p>	
Personal Qualities	<p>Set consistently high expectations of self and others</p> <p>Self-motivated, ability to use own initiative with a problem solving approach</p> <p>Ability to build on the experience, advice and contributions of others</p> <p>Ability to remain calm under pressure</p> <p>Ability to be flexible and adaptable if required</p> <p>A commitment to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges and developing new skills</p>	



	<p>Resilient and determined to achieve goals and targets set by the Senior Leadership Team</p> <p>Commitment to the highest standards of child protection</p>	
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## 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.mericiatrust.co.uk](http://www.mericiatrust.co.uk)
- Email your completed application to [recruitment@mericiatrust.co.uk](mailto:recruitment@mericiatrust.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.mericiatrust.co.uk/careers](http://www.mericiatrust.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 [enquiries@newfield.sheffield.sch.uk](mailto:enquiries@newfield.sheffield.sch.uk).
- For more information about the application process, please email [recruitment@mericiatrust.co.uk](mailto:recruitment@mericiatrust.co.uk).

Key dates:

- **Monday 13<sup>th</sup> February 2022**
- **Interviews to be held WC 20<sup>th</sup> February 2022**

### 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.