



APPLICATION PACK

ACADEMY:	Great Sankey High School
ROLE:	Reprographics Officer
START DATE:	As soon as possible
HOURS:	37 hours per week (Term-time only plus 1 week)
SALARY:	Actual Salary £19,795 - £20,125 FTE £23,114 - £23,500
GRADE:	Grade 3, Point 4 – 5

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MESSAGE FROM THE TRUST

Dear Applicant,

We are delighted that you are considering applying for a role at Great Sankey High School, part of Omega Multi-Academy Trust. Your interest comes at an important and exciting time in the development of the trust and the implementation of our new three-year strategic plan. Our mission and aims sit at the heart of our strategy; to provide the best school experience possible for every child, and to be the best employer we can be.

Formed in 2018, Omega Multi-Academy Trust is a cross-phase group of six schools serving the metropolitan Borough of Warrington and the City of Liverpool. Our schools are firmly rooted in their communities and respond to their needs with local understanding and knowledge, retaining their unique identities. We strongly believe in the power of genuine collaboration and school-to-school support, so as a trust, we exploit every opportunity that arises to embrace the sharing of best practice, celebrating our many strengths whilst learning together from our mistakes.

We pride ourselves on nurturing a culture of inspiring education which emphasises the knowledge, skills and experiences that will enable pupils to be resilient and aspirational. We invest in our staff and embed innovative, high-quality teaching and learning into our curriculum whilst keeping the best interests of our students at the heart of everything we do.

In my role as Chief Executive Officer, it is a privilege to witness the drive and determination of our staff who have welcomed our new strategic vision so enthusiastically. The strategic plan, as well as having a necessary focus on school improvement as standard, includes a focus on you, the people who help and support our children and young people to stay safe and thrive.

If we are successful in our mission, we will have ensured our schools provide:

- World-class teaching that promotes exceptional learning.
- Bespoke pastoral care that nurtures our students' aspirations.
- Inspiring learning environments, where our students can make mistakes and overcome them to become the best version of themselves.
- Industry-leading professional development for all colleagues, investing in our teams to support them in fulfilling their personal and professional ambitions.

The hard work is paying off and whilst we know our work is far from complete, we are proud to have reached some key milestones. In the last 12 months we have achieved:

- Extremely positive outcome from Ofsted's recent Summary Evaluation of our Trust, commenting on our rigorous approach to staff development, our development of leaders and our strong commitment to staff wellbeing. Inspectors commented that our offer makes Omega Multi-Academy Trust an attractive employer.
- Strong outcomes in each of our schools Ofsted Inspections.
- Strong outcomes in Early Years, Key Stage 1 and Key Stage 2.
- Strong or improving outcomes in both Post-16 and GCSE examination cohorts at our two Secondary Schools.

Our dedicated staff and committed team of Trustees and Governors are relentless in their aim of creating truly world-class schools. Our Headteachers are empowered to create schools that reflect the communities they serve, yet we encourage our schools to be externally focused, obsessive in their quest to learn from the very best, never leaving opportunities for improvement to chance. We see vacancies such as this as an opportunity to attract new talent, bringing the best practice into our trust. By joining us, you become a crucial part of the team that will deliver our vision. Together, we will transform lives.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'C Wilcocks'.

Mr Christian Wilcocks
CEO Omega Multi-Academy Trust

MESSAGE FROM THE HEADTEACHER

I am delighted to share this amazing opportunity at Great Sankey High School, as we seek to recruit a talented and aspirational professional to join our team.

I am proud to be the Headteacher of the school and I will lead the Great Sankey learning community to be an employer of choice who provides excellent teaching and learning with passion and purpose, based on our core values of Growth, Respect, Excellence, Aspiration and Teamwork. Our mission is for everyone in our school to be happy and inspired by their school experience and for our staff this means working in a warm, welcoming and purposeful environment. This position is key in helping us to empower students to harness their own creativity, to raise their aspirations and to achieve their potential.

Great Sankey High School was judged as 'Good' overall by Ofsted in our most recent inspection in March 2023. We aim to continue a journey of improvement and transformation and I am determined to provide an exceptional quality of education and culture for all students, with the ambition that all will excel both academically and as aspirational and inspirational young people. There is no better time to join us, as a colleague, a leader or a student.

Our philosophy is grounded equally in securing the highest professional standards and supporting and caring for all professionals. Great Sankey High School is a founder member of the Omega Multi-Academy Trust and all staff benefit from exceptional networks and opportunities. A broad and varied professional development package is available, driven by the latest educational research with a focus on the development of all professionals at each career stage. Colleagues who train with us, grow with us and progress with us.

The school is situated close to local transport links and is easily accessible from areas in the North-West. Our school has been over subscribed for a number of years and now boasts over 2100 students across Key Stages 3, 4 & 5 with our school-based sixth-form, Barrow Hall College. Students and staff are incredibly proud of their school and are determined to work together to secure further improvements and achievements.

Great Sankey High School benefits from increasingly impressive facilities and ongoing projects. The school has seen significant investment in a building and refurbishment programme, resulting in a range of new specialist science classrooms and new sports accommodation.

So, if you are eager to join a forward-thinking organisation committed to securing the highest educational, professional and personal standards, are keen to learn, develop and work with colleagues, students, parents and the community and are passionate about transforming student lives and the opportunities provided to our communities then we would be delighted to hear from you.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Gary Evans'. The signature is written in a cursive, flowing style.

Mr Gary Evans
Headteacher

JOB DESCRIPTION

Academy:	Great Sankey High School
Job Title:	Reprographics Officer
Grade:	Grade 3, Point 4 -5
Hours:	37 hours per week, Term Time plus 1 week
Accountable to:	Headteachers PA
Contract type:	Permanent
Closing date:	3 rd June 2024 at 9:00am

We are seeking someone with the ability to support learning across the school by fulfilling the essential role of reprographics Officer whilst supporting the general work in the school office.

CORE PURPOSE:

- To provide reprographics services in addition to clerical support, under the direction of the Headteachers PA.

MAIN DUTIES:

REPROGRAPHICS:

- To undertake reprographics, laminating and binding services for all school departments using the equipment provided.
- Establish and operate a system to manage the flow of jobs through the reprographics department and ensure that key deadlines are met. To communicate this to staff.
- Be responsible for repair and maintenance, quality, safety and effective operation of the school's reprographic equipment including photocopiers, printers and laminators, ensuring that equipment is always ready for use.
- Provide support and training for other users in the school on photocopying and scanning.
- Maintain printers and multi-function devices around the school in terms of refilling printer toner and ink cartridges, head cleaning and alignment.
- To liaise with the IT team regarding machines around the school when necessary.
- Respect the confidentiality of all matters relating to the school, pupils and staff at all times.

- Monitor stock of reprographics, laminating, binding and school shop consumables and compile orders, when necessary.
- Comply with the legal requirements of copyright licensing procedures.
- Liaise with relevant external suppliers/engineers as required.
- To manage Print Management software (PaperCut) in line with the needs of the school, to use the software to track and manage printing across the site, manage printing rules and leverage cost savings where possible and to produce scheduled reports.
- Help to create a welcoming and aspirational learning environment where the achievement of all student is celebrated.
- To provide written feedback where necessary using a proforma in line with the school procedures and to liaise with Cover & Attendance Supervisor.
- Assist with the display of young people's work.

SUPPORT FOR THE SCHOOL

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and behaviour for learning, and report all concerns to the appropriate person.
- Be aware of and support diversity and ensure all young people have equal access to opportunities and are provided with a safe and non threatening learning environment.
- To deal with any emergencies in accordance with the school's policy and procedures.
- Participate in training and other learning activities as required and to participate in the school's support staff performance review process.
- Establish own best practice and use to support others.

OTHER AREAS OF RESPONSIBILITY:

FIRST AID:

- To be willing to be trained as, and to be one of the school's many First Aiders.

CLERICAL DUTIES:

- To carry out clerical tasks including photocopying, filing, faxing, e-mailing and completion of documentation and respond to correspondence using standard letters/formats.
- To carry out other general administration as instructed by line manager.
- To support reception cover and duties.

This job description is not necessarily a comprehensive definition of the post and will be subject to modification or amendment at any time after consultation with the post holder. The post-holder will undertake the professional duties of a member of school staff as circumstances may require under the reasonable direction of the Headteacher.



“At Great Sankey High School, I have always been supported to fulfil not only the school ambitions but my own as well. The school is a place where careers are made.

My own personal journey has given me fantastic career progression, which has allowed me to hold several positions of responsibility including KS3 Science Co-ordinator, Aim Higher Co-ordinator, Teaching and Learning Co-ordinator, Specialist Leader of Education, Head of Biology, Head of Science, STEM Leader and after completion of my NPQSL, most recently, Head of the Sixth form provision, Barrow Hall College.

My professional development is testament to Omega MAT’s commitment to staff development which over the years has allowed me to progress in a school where our shared values do mean that we are great in name and greatest together.”

Helen Stones

Assistant Head Teacher – Director of Key Stage 5

PERSON SPECIFICATION

Academy: Great Sankey High School

Job Title: Reprographics Officer (Including Cover, Reception & First Aid)

You should be able to demonstrate that you meet the following criteria which are all essential:

E= Essential D=Desirable

Measured by:

A=Application Form

T=Test/Exercise

P=Presentation

I=Interview

R=Reference

You will be required to safeguard and promote the welfare of children and young people. Candidates failing to meet any of the essential criteria will automatically be excluded. The application form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post. There should be no unexplained gaps in career history.

QUALIFICATIONS		
E	A minimum of 3 GCSEs Level 4 or above (or GCSE Grade C or above or equivalent) including English and Maths	A
E	ICT Capability	A
E	Business Administration Qualification	A

EXPERIENCE		
D	Experience of working in a school or with young people	A/I
E	Experience of working and dealing with highly confidential information and adhering to General data Protection Regulation (GDPR)	A/I
E	Experience of working in an Administrative role	A/I

KNOWLEDGE/UNDERSTANDING

E	Understanding of principle of child protection specifically in a school setting	A/I
E	Good knowledge of IT provisions, i.e. Microsoft Office	A/I
D	Knowledge of School IT Systems, i.e. Bromcom	A/I
D	Aware of Omega Multi-Academy Trust's responsibilities for Safeguarding and promoting the Welfare of Children	A/I
D	Understanding of relevant technology (TV, DVD, Interactive whiteboard)	A/I

PERSONAL QUALITIES AND SKILLS

E	To work with staff and students in a co-operative and polite manner at all times	A/I
E	Good interpersonal skills	A/I
E	A desire to develop professionally and take part in all training and development opportunities relevant to the post	A/I
E	High Expectations of all young people; respect for diversity	A/I
E	Ability to meet deadlines/manage time	A/I
E	Ability to use initiative to prioritise and organize workload	A/I
E	Enthusiastic ability to motivate others	A/I
E	Willingness to learn new skills and undertake training	A/I
E	Commitment to the school ethos and aims	A/I

PRE-EMPLOYMENT CHECKS

E	Positive recommendation from all referees, including current employer	R
E	DBS Clearance post appointment	N/A

THE SELECTION PROCESS

HOW TO APPLY:

Thank you for taking time to read and digest our information. If you wish to apply for this post with Omega Multi-Academy Trust then you should:

- If you would like to discuss this role with a member of the Senior Leadership Team please email Jen Lewis at headshipteam@greatsankey.org with your request.
- Download and complete the Omega Multi-Academy Trust application form
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees, one being your current employer (with name and email addresses if possible). There must be no unexplained gaps in your career history.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification, along with details of the unique contribution that you could make to the future success of Great Sankey High School. CVs cannot be accepted.
- Email completed application forms to recruitment@omegamat.co.uk by the deadline below

PLEASE NOTE THE REQUIREMENT TO ATTACH YOUR APPLICATION FORM AS A SEPARATE DOCUMENT TO YOUR EQUAL OPPORTUNITIES FORM WHEN EMAILING YOUR APPLICATION TO US.

TIMETABLE FOR THE SELECTION PROCESS

Closing date for applications: 3rd June 2024 at 9:00am

Start date: As soon as possible



“It is a privilege to teach at Great Sankey High School. Since the beginning of my career I have been surrounded by the most supportive colleagues who have always made me feel as part of a family more than a staff body.

Each year I have been provided with the opportunity to develop my practice not only as a subject teacher but also in taking on different opportunities outside the classroom.

The most fulfilling part of my role has been working with the students pastorally, providing them the platform to achieve their absolute best in a safe and supportive environment.”

Ben Evans
Year 8 Progress Leader; Teacher of History and Politics

STAFF WELLBEING & BENEFITS

Omega Multi-Academy Trust is committed to attracting, developing and retaining top talent to achieve high performance across all school communities. Vital to pursuing this aim is the recognition of employees for exceptional performance, behaviour and achievements. Our offer encourages such recognition of individuals and teams through a range of formal and informal methods. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us.

Omega MAT Plus+ is an exclusive suite of benefits that is on offer to every colleague across the Trust. This is a gateway to a huge range of exciting benefits, including an Employee Assistance Programme. There is 24/7 health and wellbeing support available for everyone, as well as fabulous discounts against big brands and many high street stores.



Discounts against big brands and high street stores including supermarkets, holidays, leisure activities, cinemas and restaurants



An offer to purchase home technology and personal electronic devices by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes



An offer to purchase a cost effective way to get new cycling equipment and bicycles by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.



An offer to purchase an electric car by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.



Discounted corporate memberships access to 3700 gyms, health clubs and leisure centres across the UK

STAFF WELLBEING & BENEFITS



Online Health
Portal

Access to the Health Assured Health Portal. Containing an online library of wellbeing information, including articles, videos, and self-help guides to provide support on a range of health and advisory issues to aid your physical and mental health.



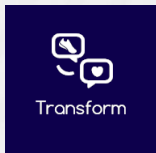
Online GP

Video or phone consultation with a GP at a time that suits you.



Employee
Assistance
Programme

Legal, money advice and personal support and guidance.



Transform

Transform brings together a carefully created suite of wellbeing tools, including hundreds of workout classes, motivational messages, mental health support, healthy recipes, tools for a better night's sleep and stress management techniques.



Free on-site parking at all school locations.



“It is an honour to teach at Great Sankey High School. Since starting last year as an ECT I have been continuously and exceptionally supported by my department as well as the wider school. I have created life long friendships here and feel a valued member of the team.

I love the relationships which I have created with students and due to ongoing opportunities for CPD; I feel motivated to develop and reenergise the way I approach teaching and learning regularly throughout the year. The most fulfilling part of my role is to see students I teach become more empowered within my subject area and this is something that is made possible by the dedication Great Sankey High School shows its staff members.

I have enjoyed the start of my teaching career and have learnt so much from my experiences and mentors at Great Sankey High School. I look forward to the future!

Ellie Giles
Teacher of History

SG
AFF



Great Sankey High School

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