



LEARNING TRUST

Standing Together, Learning Together



Candidate Information Pack Reprographics Officer

Closing Date 20th September 2024 at 9.00 a.m.
Interviews to be held WC 23rd September 2024



Golborne Community
Primary School



SOUTHLANDS
HIGH SCHOOL
Endeavour for Excellence



Standish Community
High School

be Outstanding!



Chief Executive Officer: Neil Moore

It is with great pleasure that I introduce you to the Mosaic Learning Trust and I hope this information will enable you to decide on your suitability to join our journey and become part of our growing team. As a Trust, we are determined to challenge our students inside and outside the classroom to strive for individual excellence and to achieve the highest academic standards. Our Trust is committed to supporting every student so they can develop to their full academic potential whilst experiencing a wide and exciting range of opportunities to equip them with the skillset for a successful future as rounded, mature and confident members of modern society.

I am very proud of the Trust, its students, staff and Trustees. Education at Mosaic provides much more than exam excellence. It aims to develop and nurture our children to take their place as caring and confident young people in the outside world. Our staff have opportunities to engage in high quality Continuous Professional Development and all staff have access to our supportive, well-being packages. We would like to invest in the long-term career of an exceptional candidate and would welcome visits from prospective applicants.

Who we are:

The Mosaic Learning Trust was established in 2017. The ambition for all in the Trust is to serve the educational interests of students in becoming successful learners, confident individuals and responsible citizens, irrespective of background or ability. We have set our Trust on achieving:

- Ambitious expectations with successful outcomes so that no child is left behind in achieving all they can
- Academies committed to excellent teaching and learning with highly performing personnel
- Well led academies across all levels working within well-established staffing structures
- Self-evaluation built around accountability, development and improvement. Each academy will have data astute and responsive management systems
- Academies that offer engaging, relevant and well-considered curricula
- Excellent Trust governance that will ensure we are a Trust that is financially viable and forward thinking
- Academies that provide safe and positive learning environments

At **Standish Community High School**, we are committed to the highest levels of academic achievement, personal growth and lifelong fulfilment. Our motto 'Be Outstanding' captures our determination and belief that all of our students deserve the very best education and opportunities that enable them to flourish and grow in confidence and develop the skills and expertise, to become happy and well-rounded, successful individuals.

Southlands High School believes in being a strong and loyal community in which every student and every member of staff is supported to achieve their very best and reach their fullest potential. Through high quality teaching, strong pastoral systems and a focus on personal development, we seek to prepare each and every student for the bright and optimistic future ahead of them.

At **Golborne Community Primary School**, our constant aim is to facilitate children's learning in a warm, encouraging and respectful community existing in a quality and stimulating environment. Our ethos relies heavily on the concept of independent learning and self-discipline. We hope to develop in all children the desire to learn and the ability to apply their full knowledge. At the same time, we want to help each child find the self-esteem and confidence that are so necessary to live a full and happy life.

What are the Benefits of Working for the Mosaic Learning Trust?

At the Mosaic Learning Trust, we understand that investing in our staff is the best investment for our students and offer a wide range of strategies to help our teachers and support staff to be highly effective in their roles. The Trust offers: -

Salary

We offer competitive salaries for teaching staff in line with the School Teachers Pay and Conditions Document. We also offer competitive salaries to school support staff on an incremental salary scheme, paid according to agreed pay grades using national spinal column points. Support staff receive an increment on 1st April each year, or when they have completed six months of service if appointed between October 1st and March 31st, until they reach the top of the band within their pay scale.

Pension

The Trust offers access to a substantial contributory pension scheme in line with the Teachers Pensions and Local Authorities.

Generous Holidays

Full year support staff have a statutory right to 28 days paid holiday a year including bank holidays, the Trusts' minimum entitlement for support staff is 35 days (including bank holidays) increasing to 40 days (including bank holidays) after 5 years' continuous local government service.

Wellbeing

We are committed to supporting the physical and mental wellbeing of our staff. We offer occupational health services, Schools Advisory Service (SAS) – wellbeing services, an employee assistance program, free flu vaccinations, eye care, discounted local gym memberships and we are a part of the cycle to work scheme.

Trust 'Inset Days'

The Trust offer additional Inset Days to give staff non-contact time for additional training, CPD, preparations, department time, leadership time etc.

Learning and Development

Learning and Development is essential to the success of the Trust and will help us meet our objectives and address the challenges we face over the coming years. This is an on-going process and one which should therefore be continuous throughout the year. There are many opportunities in the course of day-to-day work for learning and development to take place and service-specific training is provided appropriate to the needs of the job.

We also have an e-learning portal, through the National College which provides employees with access to a range of online courses and resources at a time that suits them, designed to help them enhance their professional development and refresh their learning, with new courses being added regularly.



September 2024

Dear Applicant,

Reprographics Officer – Permanent Contract

Many thanks for your interest in the above position. Please find enclosed the following documents:

- ❖ Job Description
- ❖ Person Specification
- ❖ Application Process

Standish Community High School is advertising for a permanent Reprographics Officer to commence employment as soon as possible.

The successful candidate will provide full and efficient reprographic support to all teaching and support staff and manages and oversees the Reprographics room daily. They will fulfil all requests for printing and copying submitted by staff in a timely manner to meet any deadlines set.

The working hours will be 25 hours per week, working Monday to Friday, term time plus 3 weeks.

This part-time role will be based at Standish Community High School, however as we are part of Mosaic Learning Trust, there may be occasions when you will be required to work at other schools within the Trust.

You can apply through Teacher Vacancies [Find a job in teaching - Teaching Vacancies \(teaching-vacancies.service.gov.uk\)](https://www.findajobinteaching.gov.uk). You can also apply by filling in a School application form found on the School Website or on the [Home | greater jobs](#) website. Late applications will not be considered. Completed application forms can be forwarded by email to: recruitment@standishchs.wigan.sch.uk

Applications will be considered as soon as they are received, and the closing date will be Friday 20th September 2024 at 9.00 a.m. Interviews are scheduled to take place WC 23rd September 2024. Any offer of employment is subject to a satisfactory enhanced criminal record check with barred list check through the Disclosure and Barring Service (DBS), medical clearance, references, and verification of qualifications satisfactory to the Trust.

Yours faithfully,



Miss R Atherton
Trust H.R. Manager



Standish Community High School

September 2024

Dear Applicant,

Welcome to Standish Community High School.

Thank you for considering an application to the permanent position of Reprographics Officer at Standish Community High School. I am happy to recommend Standish to you as a high performing and successful school with an intake of 1300 students. In our most recent Section 8 Ofsted inspection carried out in October 2021, we retained the judgement of 'good'.

We are a thriving 11-16 school, set on an extensive and well-resourced campus in Standish, Wigan. We are a vibrant, caring and forward-thinking school, where the achievement and personal development of each student go hand in hand.

At Standish Community High School, we are committed to the highest levels of academic achievement, personal growth and lifelong fulfilment. Our motto 'Be Outstanding' captures our determination and belief that all our students deserve the very best education and opportunities that enable them to flourish and grow in confidence and develop the skills and expertise, to become happy and well-rounded, successful individuals.

We offer an outstanding curriculum tailored to our students needs. Students are taught by academic specialists with a passion for their subject, creating an environment where our students believe anything is achievable. We place great emphasis on creating leaders, whilst recognising the need to work co-operatively with others.

I consider it a tremendous privilege to be the Headteacher and lead such an incredibly well-motivated and inspiring team of teachers and support staff. We are seeking applicants who align with our culture of mutual respect, a positive outlook and a 'can do' approach.

I am extremely pleased that you are interested in applying to work at Standish Community high School and I look forward to receiving your application.

Yours faithfully,

Mrs L Barker
Headteacher

JOB DESCRIPTION

INTRODUCTION	
Post Title:	Reprographics Officer
Status:	Permanent
Purpose:	<p>The Reprographics Officer provides full and efficient reprographic support to all teaching and support staff and manages and oversees the Reprographics room on a daily basis. They will fulfil all requests for printing and copying submitted by staff in a timely manner to meet any deadlines set. In addition, they will ensure that equipment in the Reprographics Room is maintained in a good working order, including arranging for any necessary repairs to be undertaken by specialist contractors, and manages the supply and stock levels of all consumables required for printing and copying.</p> <p>This role will also cover for the reception when necessary.</p>
Responsible To:	Office Manager
Responsible For:	N/A
Liaising with:	Headteacher, Senior Leadership Team, Teachers and support staff, students, outside agencies and parents/carers.
Working time:	25 hours per week, Monday to Friday, term time + 3 weeks All working patterns will be considered/negotiated.
Salary /Grade:	Grade 3, SCP 3-5 (£23,146.00 – £23,500.00) Actual salary £14,204.03 – £14,421.27 Current SCP points are under review, a proposal of an increment of £1,290 per point (full-time equivalent) is under offer.
Disclosure Level:	Enhanced
Conditions of Employment:	No holidays are permitted during the 190 day teaching year.
Key Responsibilities	
	<ul style="list-style-type: none"> • Receiving printing/copying requests and fulfilling orders submitted using reprographic equipment; • Assisting users with special printing / copying requirements – paper sizes; document finishing; laminating; stapling; booklets etc; • Fixing routine issues, eg paper jams, user-generated errors (wrong paper size etc); • Maintaining and managing all stock including finalising and placing orders for new materials and paper; • Undertaking regular, basic maintenance, including changing toner, and safety checks on all School reprographic equipment; • Arranging for repairs of equipment, as and when necessary, to ensure smooth operation of all equipment; • Dealing with the service departments of suppliers to ensure service requirements of machinery are met; • Monitoring records of usage on a monthly basis and reporting on patterns of usage; • Arranging for collection and disposal of all surplus and unused printed materials and paper; • Ensuring that the School's Reprographics Room is maintained in a tidy and ordered appearance. • Creating and distributing staff lanyards • To be present on and around the days when the school is notified of GCSE and A level results and provide administrative support to the Exams Officer during this time • To fill in for the permanent receptionist in their absence as directed by the Office Manager • Attending meetings and training sessions as required and assisting with major School functions eg Open Days, presentation evenings. • At the discretion of the Headteacher and School Operations Manager such other duties as may reasonably be requested or required.
Other Duties	

- To carry out the duties in the most effective, efficient and economic manner available.
- To continue personal development in the relevant area.
- To participate in the staff review and development appraisal process.
- To support the development and promotion of an image this is consistent with the aims of the school.
- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Commitment and support to ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as may be reasonably directed.

Health & Safety

- To undertake Health and Safety Training on areas within the designated work area.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the school on all issues to do with Health, Safety & Welfare.
- During fire evacuations be responsible for accounting for staff / being a fire marshal and follow procedures explained in the Fire Safety and Evacuation Procedures Policy.

School Ethos

- Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to 'be outstanding'.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.

SIGNATURES

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from the Headteacher / SLT link to undertake work of a similar level that is not specified in this job description.

Signed
(Reprographics Officer)

Signed
(Headteacher)

Dated
(Reprographics Officer)

Dated
(Headteacher)

SAFEGUARDING OF CHILDREN AND YOUNG PEOPLE

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION REPROGRAPHICS OFFICER

Aspect	Essential/ Desirable	Application/ Interview/ Reference
Experience		
Experience of working with young people aged 11 – 16 years in a voluntary or professional capacity	E	A, I

Qualifications		
2 x GCSEs in English and maths or equivalent level of qualification	E	A, I
Willingness to undertake further relevant training	E	I

Knowledge and Understanding – Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post		
Knowledge of basic Health and Safety	D	A, I
Good knowledge of how to use ICT	E	A, I
Understanding of how to use relevant equipment/resources	E	A, I
Understanding of relevant policies, codes of practice and awareness of relevant legislation	D	A, I

Personal Skills, Abilities and Competencies – Applicants should be able to provide evidence that they have the necessary skills and abilities required		
Good spoken and written communications skills with both students and adults	E	A, I
High levels of attention to detail and accuracy	E	A, I
Ability to work under supervision, as a team member and to work on own initiative	E	A, I
Excellent organisational and administration skills	E	A, I
Ability to work in accordance with the schools health and safety policies	E	A, I
A commitment to equality of opportunity and fair treatment of all staff and students	E	I
Desire to provide an excellent service	E	A, I
Understanding of the importance of confidentiality	E	A, I

Personal Qualities		
Excellent attendance and punctuality	E	A
Tact and a sense of humour	E	A, I
A personal and friendly nature	E	A, I, R

Legal Issues		
Legally entitled to work in the UK	E	A
Enhanced Disclosure & Barring Service Certificate		

Arranging a visit:

Candidates wishing to visit the school or arrange a telephone discussion can contact Charlotte Davies, who will arrange a suitable time: 01257 422 265 ext. 317.

Application process:

To apply, please use the Teaching Vacancies or School application form.

Advertising date: 6th September 2024
Closing date: 20th September at 9.00 a.m.
Short listing: 20th – 23rd September 2024
Interview date: WC 23rd September 2024

In line with Safer Recruitment guidelines, we will be taking up references in advance of the interviews and taking them into account throughout the interview process.

Standish Community High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and adhere to the school's child protection policies and procedures ([link to policies](#)). Enhanced checks through the Disclosure and Barring Service (DBS) will be required for this post.

The post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulation and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations and is also subject to medical clearance.

More information about the school can be found on the website www.standishchs.wigan.sch.uk

When completing your Teaching Vacancies or school application, please ensure that all sections are completed, gaps in employment history are accounted for and details of awarding bodies are included. You should refer to the job description and person specification to guide your application. Your supporting statement should be no more than 2000 words. Please note that late applications will not be considered.

