

# Applicant Pack

To be read in conjunction with our 'Join our staff' brochure



## Job Advert



Silverdale School is an extremely popular and high achieving 11-18 comprehensive in the south west of Sheffield and is the founding school of **Chorus Education Trust**. The school is rated as 'Outstanding' (Ofsted 2014) and has an excellent record of student achievement at both KS4 and KS5. It sits within a new building with a full complement of facilities.

At Silverdale's heart is one of the country's largest Teaching Schools, the **Sheffield Teaching School Alliance** and in 2020 it was asked to establish one of the first Teaching School Hubs, which resulted in the launch of the **South Yorkshire Teaching Hub**. In 2020 it was named the Sunday Times Top State Secondary School in the North of the Decade, in recognition of its sustained success.

Silverdale School is part of Chorus Education Trust, and as such all appointees may be required to work at any Trust site in the future.

You can view the school website at: [www.silverdale-chorustrust.org](http://www.silverdale-chorustrust.org)

**Resources Assistant**  
**15 hours per week – 41 weeks per year**  
**Grade 3 SCP 5-6 (£21,575 - £21,968) (pro rata £7,864 - £8,007)**  
**Permanent Position**

### About this vacancy

We are currently seeking to appoint an enthusiastic, well organised, and flexible individual to join the support services team as a Resources Assistant.

This post will have day to day responsibility for our in-house reprographics and resources provision, in addition to providing general administrative, clerical and reception support as and when required.

You will therefore need to have excellent communication and prioritisation skills, be able to adapt easily to shifting demands and have a flexible approach to work situations.

Benefits include:

- CPD support from one of the largest Teaching Schools, the Sheffield Teaching School Alliance, throughout your career.
- Opportunities to develop skills and experience as part of a growing, local Trust.

There will be no need to go elsewhere – your career will flourish with us.

### To apply

The full application pack is available from [www.chorustrust.org/vacancies](http://www.chorustrust.org/vacancies) and completed Chorus Trust application forms are to be sent to at: [recruitment@silverdale.chorustrust.org](mailto:recruitment@silverdale.chorustrust.org)

Please note that CVs and Sheffield City Council application forms will not be accepted.

Deadline for applications: **11.59pm on Sunday 4 December 2022.**

Interviews to be held: **week beginning 12 December 2022.**

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

## Job Description: summary

<b>Post title:</b>	<b>Resources Assistant</b>
<b>Profile:</b>	BS2
<b>Grade:</b>	3
<b>Grade spinal point range:</b>	5-6
<b>Accountable SLT post:</b>	Business Support Services Manager
<b>Line Manager of post holder (if different):</b>	Heads PA
<b>Staff to be supervised or line managed by post holder:</b>	N/A
<b>Post holder will work with:</b>	SLT, Other teaching and support staff
<b>Holiday and sickness relief by/for:</b>	By and for other administrative support staff
<b>Purpose of job:</b>	To provide an effective, efficient and high quality general resources and reprographics service across the whole school.
	This post may work across the Trust schools.
<b>Version revised:</b>	December 2021

## Job Description: duties

The post holder must at all times carry out his/her responsibilities within the spirit of the School and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

These include but are not limited to:

### Specific duties and responsibilities

#### **Specific duties and responsibilities:**

To provide an accurate, effective, efficient and timely resources and reprographic function across the whole school to the standards required by the Trust. This will include but not limited to:

- Provision of a reprographics service (e.g. photocopying, printing and scanning) and preparing documents (e.g. booklets) for all areas of School.
- Provide laminating and binding service as required.
- Ensure the preventative maintenance programme, for resources dept. equipment in place is adhered to, ensuring a safe and tidy working environment is maintained.
- To arrange call outs and liaise with the appropriate engineers in case of reprographics machinery failure.
- Routinely clean and maintain reprographics and resources equipment, and ensure that stock levels of all paper products are monitored and orders placed in a timely manner.
- Prepare information relating to the use of copier machines / processing of bulk copying work as required by the Business Support Services Manager.
- Maintain a stock level ordering system for the stores of stationery relating to reprographics, placing orders as required in line with budgetary constraints.
- Administer and record the issue of stationery requests for recharging departments.
- Maintain the school wide display plan and support departments with refreshing displays as requested.
- Under the direction of the Business Support Services Manager maintain general copyright licences and records, making any necessary returns.
- Assist with distribution of goods and equipment.
- Provide resources support for events, ensuring audio and visual systems are provided as appropriate and photographing/video of events as required.

#### **Other Administrative Support:**

- Provide cover for the reception team, answering phone calls, managing visitors and dealing with general staff and student queries.
- Provide support to the school admin team during busy periods undertaking general administrative and clerical duties.

## Support for the Trust / School (applies to all roles)

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the Trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- From time to time, to meet the needs of the Trust, you may be asked but not expected to work hours additional to your normal working hours. The Trust will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Team responsibilities - All Business support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

## Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

# Person Specification

**Job title: Resources Assistant**

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
<b>Knowledge, experience and skills</b>			
Experience of working in a school environment		✓	A
Experience of working in a Resources Department and/or using reprographics equipment in a busy office environment.	✓		A
Ability to prepare and collate printed materials, booklets and leaflets ensuring corporate standards and branding are followed.		✓	A
Basic IT skills in Microsoft Office: Word, Excel, email, PowerPoint, publisher and photoshop.	✓		A / I
Competence in handling, manipulating and maintaining a range of resources/office based equipment	✓		A / I
Experience of working with and supporting others		✓	A / I
Ability to identify work priorities/manage own workload	✓		A / I
Be able to maintain accurate records and inventories	✓		A / I
Be able to lift and move equipment		✓	A
Experience of dealing with queries and enquiries by telephone or face to face		✓	A / I
<b>Qualifications</b>			
GCSE Grade 1C (or equivalent) or above in English & Mathematics	✓		A
First Aid training		✓	A
<b>Personal Attributes</b>			
Be able to work calmly under pressure	✓		A / I

Be a quick learner, reflective about own performance and make necessary changes to work more effectively	✓		<b>A / I</b>
<b>Child protection</b>			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		<b>I</b>