



Edmonton County School

Educating our Community for Success

Resources Technician

Scale 4

Permanent / Full Time

Required: As soon as possible

Cambridge Campus

Great Cambridge Road,
Enfield EN1 1HQ

Bury Campus

Little Bury Street,
Edmonton,
London, N9 9JZ

Tel: 020 8360 3158 Email: ECSRecruitment@edact.org.uk

Headteacher: Paul Miller

About EdAct



EdAct comprises Edmonton County Secondary School (Bury and Cambridge Campuses), Lea Valley Academy, Edmonton County Primary School, Salmons Brook School and from September 2023, the Konrad Halls Centre.

Our Academies provide an education for children aged 2-19 in North London. We have been educating young people in this part of London since 1919 and throughout that time our approach has been epitomised by high standards and academic excellence, a tradition that continues today.

Our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect are evident in all our work and result in young people who develop and grow as independent, resourceful and resilient individuals.

The Trust has set out the following vision for its work:

- E**xcellence in all we do
- D**eveloping a shared understanding of teaching and learning by sharing strengths and best practice
- A**mbitious and Accountable to our community for the better use of public funds so more resources are available to address the challenges we face
- C**reative in our approach to achieving the best for the children
- T**rusted by the community to provide a high-quality education and a great place to work

As a Trust we are committed to providing the best for the children in our schools but also to offer excellent professional development to our wonderful team of staff. If you join us you will enjoy excellent conditions of service and teach children who are keen to learn and succeed. The success of our Trust means that you will have great career prospects either within the Trust or beyond.

We look forward to hearing from you.

Dr Susan Tranter

Chief Executive

About ECS



Edmonton County School

www.edact.org.uk

[Edmonton County School - Ofsted reports](#)

Edmonton County School (ECS) is a mixed, community, comprehensive school with a long history of providing a high-quality education to the communities of Enfield and Edmonton for children aged 2 to 19. Although we are a large organisation, with over 1900 students and around 250 staff making up our school community, our dual-campus structure means that the young people in our care have the experience of being in a caring and supportive environment that much smaller schools can offer.

ECS has a hard-working and high-calibre staff working as teachers and members of the wider workforce. Our school motto 'Non Nobis Solum' (Not for Ourselves Alone) embodies our core aim which is 'Educating our Community for Success.' The governors, staff and myself share a passionate commitment to meeting the varied individual needs of all our students, in order to ensure they leave ECS with the best possible academic qualifications. We want them to enjoy every aspect of their learning, and we want them to develop as individuals so that they leave us as confident and socially-responsible young people, who are well-equipped to contribute to society and enjoy success in whichever field they choose for themselves.

We are proud of the academic progress that pupils make at ECS. At Key Stage 4 (GCSE), the progress of our students is consistently good, whilst post-16 the progress of our students studying A Levels puts the school in the top 10% of Sixth Forms nationally. Children in our Primary Phase achieve outcomes better than local and national averages. Whilst we continue to enjoy increasingly high standards of academic achievement, we are always ambitious to do even better, and we are continually looking for ways to raise the level of achievement of our students.

Research has shown that strong partnerships between parents and school staff have a positive impact on a child's progress and helps them to feel good about school and their education. I have been teaching in north London schools for over 30 years and have been a senior school leader for 20 years. I know that a successful school and happy children depend on all of us working together.

Working together also ensures that children are getting a consistent message about good behaviours. Our school is a calm, orderly place and we have high expectations regarding attendance, punctuality, attitudes towards learning, showing respect to members of the school community and the wearing of our uniform, both in school and in the local community.

I look forward to hearing from you.

Paul Miller, Headteacher

Job Description: Resources Technician



Post Title: Resources Technician
Grade: Scale 4
Hours: 36 hours per week, 40 weeks per year
8.15am to 4pm Mon–Thurs, and Fri 8.15am – 3.45pm
(30 minutes unpaid lunch break)

Responsible to: School Business Manager/Deputy Chief Operating Officer and ultimately the Headteacher

Basic Objectives of the Post: To support the busy Resources Departments on both our Bury and Cambridge campuses in providing a whole school resource service as directed by the Resources Technicians.

Main Duties and Responsibilities:

1. To provide assistance to members of the teaching staff with the production of learning resources materials, using equipment such as the photocopier, laminator, binder, collator, and digital/video cameras, where possible maintaining the equipment in good working order.
2. To provide staff and students with a service that includes administrative tasks, such as collating booklets, typing worksheets, uploading digital images, scanning and uploading textbooks/documents.
3. To consult on, design and create the various school publications and displays for school events throughout the year as directed by the Resources and Technician Manager.
4. Assist with resetting student network passwords, and printing of ID cards.
5. To use a digital camera to record lessons/activities within the school as and when requested.
6. To use digital stills camera to take photographs of staff and pupils for the school ID system and update the database accordingly.
7. To keep a record of audio-visual equipment/digital cameras and stationery equipment loaned to staff.
8. To order and maintain supplies of resources, storing appropriately.

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9. To use ICT for the production of resources for departments such as e-booklet/newsletter, typing, data input and using desk top publishing to produce the various in-school publications.
10. To assist in the production and maintenance of displays around the school.
11. To be a secondary provider of consumables to students, and to provide staff with learning resource provisions ensuring that requisitions are filled in correctly.
12. To ensure that the resources drive is organised with files and folders appropriately named and updated.
13. Ensuring that job requests are completed within agreed timelines.
14. To monitor and replenish standard forms for the staff rooms.
15. In the absence of the Resources Technician, to produce the weekly newsletter.
16. To maintain staffroom notice boards, removing out of date information, and clearing of communal areas of any unnecessary papers.
17. To maintain the photocopiers/risographs at both sites:
 - a. To check and replenish paper and toner supplies
 - b. To assess the need for an engineer callout, resolve faults where possible, notify the Head of Finance of any charges.
 - c. To keep a log of engineer callouts/faults
 - d. Monitor print and copier usage – to charge RISO/copier costs accordingly to the respective service users.
 - e. To provide basic training to staff on the operation of the copiers.
18. To keep an accurate record of staff and students' charges on a termly basis and update the database accordingly liaising with IT.
19. Assist with the selling of lanyards, ID cards, and journals. Then handing this cash to the Finance Team.
20. To set up/prepare for school events: creating seating maps, name plates, signage, handouts/booklets, display boards, etc.

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21. To ensure that Data Protection regulations are adhered to throughout the office, informing the Office Manager of any requests for information other than from approved agencies: DFE, LEA.
22. To exercise responsibility under the Health and Safety at Work Act as laid down or as amended from time to time by school procedures. To ensure all necessary records are accurate.
23. To uphold and further the school's equal opportunities policy and to carry out duties effectively and without discrimination.
24. To act at all times in accordance with school policies and to provide a professional role model for pupils, parents and other staff.
25. Any other reasonable duties within the scope of this function and grading as directed by the Headteacher.

As part of your contracted hours, you will be asked to work the occasional evening to assist with school events such as parents' evenings and additionally to this you will be contracted to work up to 3 days during the school summer break to help ensure preparations for the new school term are in place.

Edmonton Academy Trust is committed to safeguarding and promoting the welfare of children and young people All staff are expected to demonstrate this commitment by signing the school's Code of Conduct.



This person specification describes the skills, abilities and experience that we think are needed to do the job successfully. You should think about these carefully when writing the supporting statement part of your application form. We use the person specification as a benchmark against which we assess all candidates.

We will shortlist only those applicants who demonstrate in their application that they meet the criteria set out in the person specification. You should therefore make sure that your supporting statement demonstrates, how your previous experience, skills, qualifications and abilities match all those on the person specification.

You may find it helpful to list each of the person specification criteria as a separate heading and explain how you meet that criterion. When outlining your skills and abilities, try to give examples of your successes and achievements. Simply saying 'I have an understanding of...' is not enough.

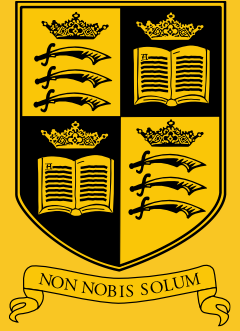
- Demonstrable levels of numeracy and literacy equivalent to GCSE (Grades A*-C) or NVQ level 2
- Ability to work to deadlines.
- Proactive approach to managing tasks.
- Ability to use different software packages, with desk top publishing being an advantage.
- Ability to carry out creative paper-based tasks.
- Good communication skills both written and oral.
- Good ICT and typing skills – ability to use Word and Excel confidently.
- Good interpersonal skills.
- Ability to work in an organised and efficient manner.
- Willingness to be flexible and to use initiative.
- Ability to work as part of a team.
- A first aid qualification or a willingness to be trained.
- The ability to deal with sensitive information discretely and confidentially.

How to apply

You can apply online by completing the application form:

<https://edact.org.uk/careers>

We look forward to hearing from you.



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