# Reprographics and Resources Administrator

Dates: Apply by Friday 28 June 2024 (12noon) - interviews TBC

Job Start: 1 September 2024.

Salary: £7928 (ACTUAL – at Point 3)- pay award pending

Location: Sudbury, Suffolk

Contract type: 15 hours per week, 39 weeks per year - Core hours 11:30am to 2:30pm, Monday to Friday

Contract term: Permanent

To provide an efficient professional Reprographics and Resources service to the students and staff of Ormiston Sudbury Academy.

**The successful candidate will:**

* Be able to work to deadlines.
* Be able to manage their own workload to ensure that all tasks are appropriately prioritised.
* Have a good eye for visual design and accuracy.
* Be enthusiastic and passionate, with the drive and determination to support the staff and students at the Academy.
* Support students to be the best that they can be.
* Be a dedicated team player who develops excellent relationships with students and colleagues.
* Be flexible and support other administrative task with their duties if required.
* Be a professional who models high expectations and promotes positive behaviour.
* Be committed to all students achieving their full potential and the learning vision of the Academy.
* Be driven, motivated, adaptable, resilient, reflective and have a good sense of humour.
* Have a high standard of education
* GCSE (or equivalent) 4 or above in English and maths.
* Be familiar with and uphold safeguarding policies and be willing to assist with medical and first aid requirements of the students.

If you would relish the opportunity of working with us in our supportive and stimulating professional environment, then we would welcome your application.

**Applications should be made directly at** [Jobs at Ormiston Academies Trust (oatcareers.co.uk)](https://oatcareers.co.uk/)

**Queries to the Director of Finance, Mrs N Logan, nlogan@ormistonsudbury.co.uk**

**For further information**

Visit: [www.ormistonsudburyacademy.co.uk](http://www.ormistonsudburyacademy.co.uk)

**Contact:**

Mrs N Logan, (Director of Finance), 01787 375131

**Employer Information**

Ormiston Trust is fast becoming one of the largest sponsors of academies in the country. It established Ormiston Academies Trust to manage the transformation of learning and improve performance in its academies. Ormiston Academies are encouraged to collaborate and share best practice. This process has been successful in ensuring rapid and quality-driven improvements for the entire family of Ormiston Academies. The Trust is an ethical sponsor, committed to improving the life chances of children and young people.

Ormiston Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will undergo an enhanced DBS check, and confirmation of employment is subject to this. As part of Ormiston Academies Trust we adhere to the Equality Act 2010.