



Information for Applicants

Reprographics and ICT Administrator

25 hours pw, term-time only

Permanent

**Grade AB
Salary £13,444
(actual salary)**

Commencing September 2024

Apply [HERE](#)

Tadcaster Grammar School
Toulston
Tadcaster
LS24 9NB

Telephone: 01937 833466

Dear applicant,

Thank you for expressing an interest in applying for the post of Reprographics and ICT Administrator.

At Tadcaster Grammar School [TGS] we put the needs of students at the forefront of our decision making and practice. Our curricular and co-curricular offer responds to the aims and aspirations of individuals and we structure these as a 7-year experience. The school is fortunate to have a highly committed and talented staff and governing body and our students are motivated, articulate and keen to learn. TGS is a larger than average school, but we organise our pastoral systems so everyone is seen, heard and valued. Our entry into the STAR MAT in 2018 as a partner school has strengthened our ability to ensure all students enjoy their learning and wider school experience.

I hope the information within this pack shapes your thinking and gives you the guidance to help you apply. I look forward to the possibility of meeting you soon.

Yours faithfully,

Mr A Parkinson
Headteacher

The Selection Process

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed. For further details about the school visit our website: [Tadcaster Grammar School](#).

If you wish to apply for the post of Reprographics and ICT Administrator:

Fully complete the online application form on our careers website [HERE](#), ensuring all details are accurate and all declarations are signed. Please ensure you include details of two professional referees with one being your current employer (with email addresses).

Your Supporting Statement within the application form should be up to 900 words, addressing the following:

How your experience to date best fits you to the requirements of the following sections of the person specification:

- Experience
- Skills & knowledge.

The short-listing process will, in part, assess your ability to communicate effectively and accurately in the written word. Your audience for your written work will be school staff and governors.

Remember when addressing the above, *less is sometimes more*.

Timeline for the selection process

Post advertised within STAR MAT/external media	Thursday 13th June 2024
Closing time/date for applications:	9am Monday 1st July 2024
Selection day:	soon after closing date

Please address all return mail to Mrs R Evans (HR Advisor): tgs.recruitment@tgs.starmat.uk

Appendices

1	The School Vision and Values Statement
2	Job description for the role of Reprographics and ICT Administrator
3	Person Specification

Appendix 1: The School Vision and Values Statement

SCHOOL VISION & VALUES

OUR VISION *(Our cause; our key belief)*

Be Your Best Self	<p>We want all students to maximise their potential through excellent academic and personal development.</p> <p>Each individual should be able to achieve fulfilment in their current and future lives.</p>
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OUR CORE VALUES *(These should be seen, experienced & lived)*

Staff are guided by the following **values** which underpin everything we do, every day:

Students considered first	All students will be known well, included, valued and heard. All of our decisions should put the needs of students first, whilst also considering our own and others' wellbeing.
High expectations - no limitations	We do not prejudice potential by preconceptions about individuals or groups of students.
The optimum curriculum experience for each student	We respond to the aspirations and needs of individual students with a broad and balanced curriculum and diverse co-curricular offer.
The optimum support for each student	Students are individuals with their own needs and requirements; our care and pastoral support systems need to reflect this.

All **students** are expected and supported to show the following **values** every day:

Ambition	To have a desire to achieve success.
Resilience	To show a determination to achieve success
Responsibility	To take ownership for their actions and work in and out of school.
Respect	To be considerate to themselves and others.

Appendix 2

JOB DESCRIPTION

JOB TITLE: Reprographics and ICT Administrator
GRADE: Grade AB
RESPONSIBLE TO: School Business Manager

RESPONSIBILITIES AND KEY TASKS	
Specific Responsibilities:	<ul style="list-style-type: none"> ● File, sort and index paperwork, including incoming and outgoing post, transmit documents and photocopy. ● Compile standard letters, documents, orders and lists as directed by the Line Manager. ● Maintain and update all necessary records using manual and computerised systems and check entries. ● Assist in the collation / distribution of materials e.g. School brochures, Chrome books. ● Report concerns and obtain support for any issues raised. ● Redirect customers to other staff for specialist support as appropriate. ● Undertake reprographics/ICT reception duties; acting as first point of contact in response to telephone and face to face enquiries. ● Communicate effectively with other staff, visitors, pupils and their families/carers. ● Monitor stock levels, place orders as appropriate and check incoming orders.
Safeguarding and Promoting the Welfare of Children/Young People	<ul style="list-style-type: none"> ● The STAR MAT is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.
Health & Safety	<ul style="list-style-type: none"> ● Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. ● To work with colleagues and others to maintain health, safety and welfare within the working environment.
Data Protection	<ul style="list-style-type: none"> ● Know about data protection issues in the context of your role.

	<ul style="list-style-type: none"> ● To comply with the STAR MAT's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Equalities	<ul style="list-style-type: none"> ● Within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values. ● Ensure services are delivered in accordance with the aims of the Equality Policy Statement. ● Develop your own understanding of equality issues. ● The STAR MAT is committed to equality and to making fair and equitable treatment an integral part of everything we do. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed.
Customer Service	<ul style="list-style-type: none"> ● The STAR MAT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. ● The STAR MAT requires that staff offer the best level of service to their stakeholders and behave in a way that gives them confidence. Stakeholders will be treated as individuals, with respect for their diversity, culture and values.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

Appendix 3: Person Specification

Essential upon appointment	Desirable upon appointment
Qualifications and Training	
<ul style="list-style-type: none"> ● Fluent in written and verbal English 	<ul style="list-style-type: none"> ● Literacy and numeracy qualification e.g. Level 2 qualification or equivalent
Experience	
<ul style="list-style-type: none"> ● Some clerical or administrative experience 	<ul style="list-style-type: none"> ● Previous experience using photocopiers to copy booklets / more complex copying
Skills and Knowledge	
<ul style="list-style-type: none"> ● Some knowledge of administration and office systems 	
Personal Qualities	
<ul style="list-style-type: none"> ● Self motivation to complete required duties ● Confidentiality ● Organisational skills ● Attention to detail, neatness and accuracy ● Ability to work successfully in a team 	
Other Requirements	
<ul style="list-style-type: none"> ● Enhanced DBS Clearance ● To be committed to the Trust's policies and ethos ● A commitment to CPD ● Commitment and contribution to a school Equal Opportunities Policy 	