

Todmorden High School

Come join us! We champion our whole school values which are

AMBITION, RESPECT, CARE AND HONESTY

*We are a recently inspected GOOD school engaged in a period of significant growth. We are located in the beautiful Todmorden valley. We're a thriving comprehensive school for 11 to 16-year-olds, with approximately 800 pupils and just over one hundred staff. **Workload and Wellbeing** is at the forefront of all we do. We encourage working in every formation possible, we know one size does not fit all. We endlessly support working families and champion worklife balance, we're so much more than 'just another school'...*



Administration Team (Reprographics)

25 hours per week, term time only

Scale 2 (SCP4) £18,426 pro rata

Permanent position

Closing Date: 9 November 2020 (9.00am)

Date: Required as soon as possible

Todmorden High School is a popular and oversubscribed school. The core value of our school is to appoint the best professionals possible to inspire our young people in an environment that is supportive but aspirational. The successful candidate will work alongside an ambitious and talented team in a successful school, providing the vision and strategy within a forward looking environment, where wellbeing is championed and staff voice is strong. We are a good school, an oversubscribed school, set in the beautiful Calderdale valley, financially we are sound, and we are embracing a period of both change and growth. This is an excellent time to join our community.

This is an exciting opportunity for a candidate who champions our values of Ambition, Respect, Care and Honesty to come with us as we progress. There has never been a more exciting time to join a school which is open, innovative and has high expectations for all. You can have a real impact on the lives of the young people as well as developing your skills to be the best that you can be. Together, we unlock potential.

Todmorden High School is an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the School on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion.

Administration Team (Reprographics) Job Description

Start Date	November 2020
Salary	SCP11-SCP13 (pro rata for term time only)
Closing Date	09/11/2020
Interview Date	Interviews – shortly thereafter

Purpose:

Under the direction of the Office Manager, manage an efficient and effective Reprographics provision which meets and exceeds the needs of the students, staff and the school, supporting Learning and Teaching and whole School Improvement.

Main Duties and Responsibilities:

To launch a new service across the school. Managing and maintaining a new suite of photocopiers and in-classroom printers, liaising with Office and IT Middle Leaders to embed a service of value with measurable impact.

Ensuring equipment is regularly checked and maintained. Liaising with external technical support (as required), providing a safe and productive work environment, ensuring routine maintenance and minor repairs are carried out in accordance with Manufacturer's instructions through; cleaning the machines weekly and keep them in good working order; Liaising with engineers to optimise running time for reprographics equipment in respect of maintenance and repair visits; troubleshooting errors and fixing routine issues, working under the direction of the Office Manager who will lead the reprographics department ensuring the Administration team provide an efficient and high-quality service which supports the smooth running of the school.

To include:

Ordering supplies as necessary, in accordance with Financial Regulations; Maintain records of services provided to allow prompt and accurate charging to budgets; Take regular readings from printers around school to facilitate fair charging to budgets; Ensure all printing and photocopying requests are dealt with promptly. Provide practical advice in the preparation of materials that meet the needs of teaching staff and administrative functions by; Operating reprographics equipment, including printers, thermal binder, laminator, etc. Producing documents for the compilation of reports, minutes, teaching materials, recommending alternative layouts or designs, supporting the production of in-house documentation / graphic design such as newsletters, adverts, etc. You will join the First Aid and Fire Marshall team.

General Responsibilities:

To perform duties as required within the Administration team and attend meetings as required. To form part of the Duty Team. To participate in the school's performance management scheme. To undergo in-service training where required. To comply with the school's Health and Safety policy and contribute to risk assessments as appropriate. To observe and implement current school policies and good practice. Contribute to the overall ethos, vision and aims of the school •To carry out such particular duties as the Headteacher may reasonably direct from time to time. Note: This job description will be subject of a review as part of the appraisal scheme on a regular basis and any part of it may be amended and updated by way of discussion.

Please send all completed applications to e.crossley@todhigh.co.uk.

**Person Specification
Administration Team (Reprographics)**

Attributes	Essential	Desirable	How it is identified
Experience	<ul style="list-style-type: none"> • Good standard of education. • Keen interest in reading and vocabulary • Experience of the workplace • Experience of working within a team 	<ul style="list-style-type: none"> • Experience working in a school setting. • Experience of working with young people. 	Application, Interview, References
Qualifications	<ul style="list-style-type: none"> • 5 GCSEs A*-C including English and Maths. 	<ul style="list-style-type: none"> • Clean UK/EU driving license. 	Application, Certificates
Skills	<ul style="list-style-type: none"> • Excellent organisational skills. • Ability to work constructively both under own initiative and as part of a team. • Sensitivity to difficult situations and a firm approach when necessary. • Ability to remain calm and work efficiently, especially under pressure. • Ability to manage and prioritise your own workload, meeting strict deadlines whilst maintaining attention to detail and accuracy. • Excellent interpersonal skills. • Awareness of individual needs and the ability to adapt procedure to them where necessary. • Good working knowledge of the Microsoft office package, in particular Microsoft Excel and Word. 	<ul style="list-style-type: none"> • Knowledge of working MIS systems. • Knowledge of school policies and legislation. 	Application, Interview, References
Additional	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children. • Commitment to adhering to the school's policies and procedures. 	<ul style="list-style-type: none"> • Ability to work flexible hours when needed. 	Interview

