



**GREENSHAW**  
LEARNING TRUST



Orchard Park  
High School

**Reprographics Administrator**

**Recruitment Pack**

**ALWAYS  
LEARNING**

## Welcome

Thank you for taking an interest in working at Orchard Park High School.

We are thrilled to share with you this exciting opportunity to join us as Reprographics Administrator and we are pleased to give you some information about our school community, which is aspirational, welcoming and supportive.

We are outward looking and we invest heavily in our staff. We are committed to recruiting colleagues who have a passion for their subject, and who want to work in a vibrant, multicultural school which is innovative, forward thinking and research-informed in its approach to education.

Orchard Park High School is proud to be part of the Greenshaw Learning Trust; a family of schools who hold a shared vision and set of values for education and learning.

Please do visit the Greenshaw Learning Trust website for more information or contact us for further information. Website: [www.greenshawlearningtrust.co.uk](http://www.greenshawlearningtrust.co.uk)

Our own school website will also provide further information about our school.

Website: [www.orchardparkhigh.co.uk](http://www.orchardparkhigh.co.uk)

## Vision and values

Our mission statement declares,

“We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.”

We pride ourselves on our positive ethos, which drives the personal development, academic achievement and holistic wellbeing of every individual in our care. As a vibrant learning community, we offer a learning journey which seeks to offer our students the very best chance of success during their time with us, and beyond. Our focus on daily reading, academic progress, character development and community spirit is palpable. When you visit our school, you will find that our students are challenged, inspired and encouraged to reach their full potential, regardless of ability.

To us, kindness, integrity and respect are non-negotiables. It is these qualities which underpin our school community and help it to function as a safe and happy place for all, in which we learn and grow together.

## Mission statement

We seek to inspire and empower all members of our school community to:

- be proud of, and contribute positively to, our school community
- be your best, striving for academic excellence
- be yourself, nurturing potential and embracing difference
- be kind, respecting ourselves and each other
  
- embrace the journey, recognising that the learning journey requires effort, resilience and stamina, in order to become successful lifelong learners

Should you join us, you will work alongside committed and professional staff, and with leaders at all levels who care deeply about the personal wellbeing of both students and staff. We take pride in our

professional development programme, which equips teachers with both a depth of subject knowledge and pedagogical guidance on research-informed approaches which support long-term learning.

We take career progression seriously and support our staff to develop leadership experience during their time with us. We offer an excellent CPD programme which focuses on the individual needs of our staff members as well as our core school priorities, making us stronger independently and as a school community.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

If you feel you have the passion, experience and commitment to high quality education that we do, then please read on.

Our website provides a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information. We warmly invite applications from candidates of all backgrounds; whose personal qualities, values and experiences support and reflect ours. We also welcome visits or conversations with prospective candidates. To arrange a tour or a confidential phone call, please contact Karen Weighill, HR Manager on the school telephone number or email [Kweighill@orchardparkhigh.net](mailto:Kweighill@orchardparkhigh.net)

Yours sincerely,



Ms Carly Moran  
**Headteacher**

## Greenshaw Learning Trust – ‘Always Learning’

The Greenshaw Learning Trust is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We believe that we are all ‘Always Learning’.

Each school in the Greenshaw Learning Trust is led by its own leadership team and a local governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure to ensure that they achieve real benefits from collaboration and receive the support that they need. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders and joint training and development, supplemented by a shared service team of specialist pedagogical and support service experts. Our shared services provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, family liaison, therapies, data management, estates and facilities, finance, HR, catering, and governance.

From its establishment in 2014, the Trust has grown significantly and currently employs around 2,150 people and educates over 14,000 students. We have approval to open a new secondary special school in South London and we are planning to grow further over the coming years.

## The Greenshaw Learning Trust Mission Statement

*We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.*

*We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.*

*We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.*

## Greenshaw Learning Trust Employee Benefits

The Greenshaw Learning Trust recognises its employees as its most important asset and are aware that the quality and commitment of employees is critical to success. All employees are offered the following benefits:

### Cycle to Work scheme

You can make huge savings on a bike and permitted accessories when you sign up to the Cycle to Work scheme through the Greenshaw Learning Trust. Your Cycle to Work scheme will be implemented via a salary sacrifice arrangement whereby you agree contractually to a regular reduction from your gross salary to cover the cost of the bike and accessories, therefore making tax and National Insurance savings.

### Gym Discounts

As an employee of the Greenshaw Learning Trust, you can benefit from discounts at over 2,900 gyms, health clubs, leisure centres, yoga studios, boot camps and outdoor activities across the UK. Even if you are currently a member at one of the listed gyms, you may still be able to benefit from a corporate discount.

### Employee Assistance Programme

Life – there's a lot to juggle. Work, family, relationships, finances, health, the list goes on. Sometimes, meeting the demands of your work and personal life can be a real challenge. As your employer, we recognise this and therefore feel it is important that we provide you with an Employee Assistance Programme (EAP) to help take the strain when you need some extra support. Your EAP can save you time, and help reduce stress and anxiety, improving your well-being and freeing you up to focus on other things.

### My Health Programme

This scheme offers physiotherapy, counselling, nutrition and lifestyle coaching and clinic based assessments. All services are chargeable but are offered at a competitive price.

### Eye Care Voucher Scheme

The Greenshaw Learning Trust is committed to fulfilling responsibilities for the health, safety and welfare of its employees. Eye tests will be provided to ensure users can comfortably see the screen and work effectively without visual fatigue. If a DSE user requests an eye test, the Trust will provide one. If the test shows that the user requires glasses specifically for DSE work, the Trust will cover the cost of these glasses.

### Green Car Scheme

The Greenshaw Learning Trust is delighted to introduce Tusker, a salary sacrifice scheme that offers its staff the opportunity to offset salary in exchange for a brand new electric or hybrid car. The scheme will contribute to the GLT commitment to reducing emissions and improving its carbon footprint. A fixed monthly amount is taken directly from your gross salary and in return you have the use of a new car.

## Terms and Conditions

**Line Managed by:** Office Manager

**Contract:** 20 hrs per week (Flexible working considered)  
Term Time + INSET + 1 additional week

**Salary:** NJC Pay Scale Grade 3 points 5-6 (£22,575 to 22,983) pro-rata

**Start Date:** 1<sup>st</sup> September, 2022

**Place of Work:** The successful post holder will be based at Orchard Park High School.

**Medical Examination:** Appointments are subject to a satisfactory medical report.

**Superannuation:** Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lqpsmember.org/>

**Probationary Period:** New employees are required to complete a six-month probationary period.

**Disclosure & Barring Service Check:** This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check.

**Safeguarding Children:** The Greenshaw Learning Trust is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

# Reprographics Administrator

## Main duties and responsibilities:

- To provide full and efficient reprographic support to all teaching and support staff and manage the reprographics room
- To administer first aid to staff and pupils as appropriate
- To fulfil all requests for printing/copying and laminating submitted by staff in a timely manner
- Ensure that equipment in the reprographics room is maintained in a good working order including arranging for any necessary repairs to be undertaken by specialist contractors
- To manage displays across the school
- To ensure that financial procedures and activities are carried out as required by school policies and procedures such as placing purchase orders
- Provide cover for other areas of the admin department when required and directed to do so
- Assist the admin team with general clerical and reception duties as appropriate
- To ensure that data protection and any copyright regulations are complied with and maintained.

*Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified.*

*The job description, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.*

## Key Contacts

- Daily involvement with teachers, school support staff and other stakeholders

## Person Specification

	Essential	Desirable
<b>Education, Qualifications and Training</b>		
Have a good standard of basic education in reading, writing and basic numeracy	●	
Hold a valid first aid qualification or a willingness to undertake basic first aid training		●
<b>Experience and Knowledge</b>		
Good IT Skills (Gmail, Word, Excel, Power point)	●	
Experience working within a school or similar setting		●
<b>Aptitude and Skills</b>		
Be proactive and flexible. Be confident, friendly and amenable to our hirers and participants to hirers activities	●	
Ability to prioritise and manage workflow whilst maintain a flexible approach to respond to urgent requests	●	
Good verbal and written communication skills and the ability to communicate effectively with staff, students and the wider community	●	
Ability to build and form good relationships with colleagues and to work collaboratively as part of a team, including covering for colleagues as required	●	
Be punctual and well organised	●	
Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely	●	
<b>Additional Requirements</b>		
Have high professional standards and expectations with a professional manner and an obvious sense of pride in your work	●	
Ability to appropriately deal with confidential information	●	
Demonstrate a commitment to the active promotion of equal opportunity	●	
Desire to enhance and develop skills and knowledge through CPD	●	
Demonstrate a commitment to safeguarding and promoting the welfare of young people and help demonstrate a positive attitude to helping them achieve their potential	●	
Commitment to the school's ethos, aims and its whole community	●	



## The Application Process

### How to Apply

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples to support your application.

Applications must be received no later than 9am on 31<sup>st</sup> August, 2022. Applications received after this date and time will not be considered.

### Shortlisting

Shortlisting will be finalised shortly after the closing date. Shortlisted candidates will then be invited by telephone to attend for interview. Please make sure you have given day and evening telephone numbers on which you can be reached.

### Interviews

Interviews will take place shortly after the closing date, day and time will be mutually agreed.

### Notification of outcome

Candidates will be notified of the outcome as soon as possible following the interview process. Please ensure you have given day and evening telephone numbers on which you can be reached.

### Feedback

Unsuccessful shortlisted candidates will have the opportunity for professional feedback during the week following the interviews.

### Taking up post

The successful candidate will receive verbal and written notification of our offer, taking up the post as soon as possible.

### Additional Information

Should you require any additional information, please contact Karen Weighill, HR Manager, via email [Kweighill@orchardparkhigh.net](mailto:Kweighill@orchardparkhigh.net)

We look forward to hearing from you  
The Orchard Park team

**Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.**