



Supporting Information



Reprographics, Communications and Administration Assistant
(with shared First Aid Responsibility)

Grade B1 13-17 Term Time plus 5 training days



"This is a GOOD School"

"...leaders, teachers and associate staff
are sharply focused on securing the best
possible outcomes for pupils"

Ofsted November 2015



Welcome

Thank you for taking an interest in this important role through the Red Kite Learning Trust, based at Crawshaw Academy.

This is an exciting time to be working for the Trust; the successful candidate will play an important role in shaping the future of this rapidly improving academy. More information on development opportunities through the Alliance and Trust are available through the websites: <http://www.redkitealliance.co.uk/cpd-leadership/> and <http://www.rklt.co.uk/about/>

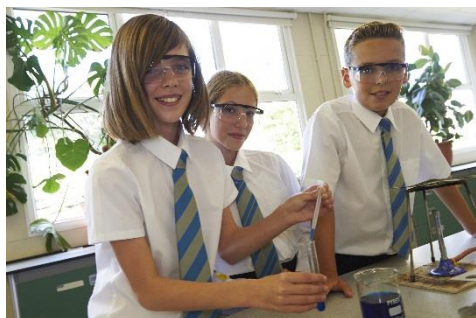


Key to this role is the opportunity to shape the future of this rapidly improving academy. Our students have huge potential and we want to inspire them to aim high and develop in them the confidence and determination to be successful learners and members of society.

I have had the privilege of leading Crawshaw Academy since September 2014. In that relatively short time I have observed a school with massive potential, a school in which the staff care immensely for their students, where parents are highly supportive and one which has a clear vision for outstanding education. Outcomes in 2016 and 2017 were again vastly improved and we have firm foundations to make rapid progress.



We are a mixed 11-18 Academy with a comprehensive intake; the majority of whom live in the Pudsey Area. The proportion of students supported by the pupil premium is average as is the proportion of students supported at school action plus or with a statement of special educational



needs. We have strong links with the Pudsey Community and work in partnership with Priesthorpe School and Pudsey Grangefield at Post-16 level.

To ensure all students have the opportunities to achieve their full potential we have recently restructured our pastoral and curriculum organisation. On the curriculum side we now have an established faculty based structure with Programme Leaders and Assistant Programme Leaders supporting the Faculty Leader in their drive for excellence. We are developing this further in the core areas, introducing Executive Head of Department roles, to further strengthen the leadership of these important areas.

The C.R.A.W.S.H.A.W. acronym below captures our aspirations for everybody involved with the academy. These aspirations are the starting point for all improvement planning and decision making. We want our students to develop these attributes to ensure that, in addition to outstanding examination results, they are ready to lead happy and successful lives. These aspirations are inclusive of our staff and our wider community as only by working together will we achieve the best possible outcomes for all our young people.



• EXCELLENCE •

We strive to **improve** and **progress** each day, allowing ourselves to achieve our personal best.

• PURPOSE •

We apply reason to all that we do, **determined** to achieve our goals.

• AMBITION •

We have the **desire** and **enthusiasm** to aim higher, with the **motivation** to succeed in our plans for the future.

CARING

We show support and consideration to our school community and those beyond it.

RESPONSIBLE

Recognising that we make the difference to benefit ourselves and others

ADVENTUROUS

We are bold and ambitious, open to opportunities that come our way, unafraid to try new things.

WORK READY

We prepare ourselves for the future by understanding what is required of us to fulfil our career ambitions.

SUPPORTIVE

We help each other to achieve our goals, inspiring others to be the best they can be.

HONEST

We are truthful and sincere to ourselves and our school community. We are welcoming, understanding and accepting of others.

ACTIVE

We want to participate, ready to engage in physically energetic pursuits to keep our bodies healthy.

WILLING

We are ready, eager, or prepared to do something asked of us as part of our school community.

We are looking for staff who have a drive and determination to ensure that our students are given the very best opportunities to succeed. They will be passionate about improving the life chances of our young people and have a clear vision on how to secure improvement through our Crawshaw Community standards.

For additional information please take a look at our website www.crawshawacademy.org.uk

If you feel you have the skills, knowledge and experience to make a difference at Crawshaw and the wider Trust, we would welcome an application. If you have any questions or would like to visit the school I would be extremely pleased to talk with you.

Adam Daly

Principal

February 2018



Redefining the future for people and places

Working in partnership towards a shared vision that places students' learning, environments and local communities at the centre of our approach. Together we can transform learning and life chances to ensure every single student is given the opportunity to succeed and change the future, our future.



Values

Taking pride in what we do

All our work and activities are undertaken with care and done to the best of our abilities

Doing the right thing

Making a positive difference in all we do and with all whom we meet

Everyone has a voice

Listening and encouraging integrity and openness. We value all people and their views and we treat people as we, ourselves would want to be treated – with respect

Bringing better to life

Believing we can all do better through asking questions, thinking differently, seeking innovative solutions and creating ideas that add value

7 Guiding Principles

Crawshaw at the heart of the local community.

Providing outstanding opportunities for everyone associated with the academy and delivering a lasting legacy for each individual, their families and the community.

Inclusivity first.

Accepting students of all abilities and backgrounds. Reducing disadvantage in our community by closing the gap through inspirational teaching and outstanding enrichment opportunities for all students regardless of ability, social background and cultural diversity.

Fulfilling everyone's potential.

Helping all our students realise their full potential by raising aspirations, boosting self-esteem and growing the confidence to aim high and achieve well.

Employability as a core.

Developing work ready students with the skills, knowledge, expertise and character aligned to the needs of employers in a global world, which will prepare them for future success in further and higher education as well as employment.

Equipped to be positive citizens.

Developing active citizens with a sense of moral purpose who will contribute positively to

their local community, wider society and by leading successful economically independent lives.

Meeting the need for local skills.

Improve wellbeing in the local Community by delivering the vocational and academic skills needs required to ensure that individuals and cohesive local communities thrive.

The first choice for parents.

Improving the learning and well-being of all children in the Community by actively supporting our learners' families.



Our Commitment to You

Our People Vision is for all staff to enjoy being part of a caring and progressive learning community where there is a passion to be the best we can be.

To be the best we can be we have to hold ourselves to account and continually review our practice to drive standards and improvements in our pupil achievement, quality of teaching, behaviour and safety of pupils and leadership and management. We have to grow strong leaders for now and the future as well as focusing on core people activities.

To support us in the next stage of our development to be the best we can we need to attract the best talent to work with our people leaders in raising standards and driving change. Our commitment to you is to develop you by providing the support and development in this role to enable you to showcase your capabilities. We will also work with you to understand your future aspirations and ambitions and how we can facilitate these.



Crawshaw Academy, as part of the Red Kite Learning Trust, is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Post Title: Reprographics/Communications and Administration Assistant
(with shared First Aid Responsibility)

Salary Grade: B1 13-17 actual salary £14,042 - £15,133

Contract Type: Term time only plus 5 training days, Permanent

Working Hours: 37 hours per week
08:00am – 4pm Monday to Thursday, 08:00am – 3:30pm Friday

Line Managed by: PA to Principal/Admin Services Manager

General Description To manage a reprographics service to the school/support with reception cover and first aid.

Tasks/Responsibilities	
•	To provide an efficient reprographics service to meet the internal needs of the school
•	Advise staff on the best methods of producing and publishing their requirements with costings if required
•	Operate and maintain printers, photocopiers, binding, stapling, shredder and laminating machines around school
•	Arrange repair of equipment as and when required
•	To provide a variety of printed and copied documents, including booklet making service to meet the needs of the school
•	Maintain adequate supplies of paper, card, toner and other consumables for the whole school and to order when required
•	To manage the reprographics office, producing high quality work within agreed timescales
•	To manage the on-going development and maintenance of the school's web site content
•	To proof check material to ensure accuracy and in accordance with branding guidelines,

	supporting colleagues to do the same
•	To create good quality, presentable material to be used in a variety of mediums (booklets/website/documents)
•	To cover reception duties at lunch and in the case of staff absence – tbc by line manager
•	To produce statistics regarding departmental usage for Finance, on a monthly basis
•	Maintain general tidiness and appearance of the reprographics unit
•	Take machine readings for invoice purposes for all photocopiers as and when required
•	Assist the Exams and Data Officer with printing and binding all student yearly reports
•	To ensure ICT is used effectively and intelligently within this role
•	Attend team and staff meetings as required/requested
•	To work flexibly where required to meet the needs of the school
•	To liaise with staff, students, parents, governors and visitors confidently and efficiently.
•	Ensure that all communication is effective and consistent, reflecting the values of the school
•	To adhere to all school policies and procedures
•	To work together as an admin team to ensure best practice and combine skills/knowledge to support teaching and learning
•	Participate in professional and personal development programmes as required, including training and performance review.
First Aid	
•	To support and work closely with the Designated First Aider with first aid provision for all students/staff. To be the first point of contact for first aid in the absence of the Designated First Aider.
•	To successfully complete Designated First Aid Officer three day training course (to be organised by the school if necessary)
•	To maintain records of student illness and staff and student accidents and produce accident report forms when necessary
General admin	
•	Other appropriate admin tasks as requested by line manager including support with reception cover as and when required.

Person Specification : E Essential, D Desirable

1. Experience/Aptitudes		
1.1	To communicate effectively with students, staff and parents at all levels within the school	E
1.2	To work under pressure	E
1.3	To relate to young people	E
1.4	To take initiative and work independently	E
1.5	To work to high levels of accuracy	E
1.6	To demonstrate high levels of confidentiality	E
2. Characteristics		
2.1	Excellent attendance record	E
2.2	Trustworthy	E
2.3	Sense of humour and optimism.	E
2.4	Self-motivated and hard working	E
2.5	Willingness to be flexible and work to meet the best interests of the school	E
2.6	Team player	E
2.7	Empathy.	E
3. Knowledge/Skills		
3.1	Good IT skills including word processing and basic spreadsheet knowledge	E
3.2	Previous experience working within a reprographics department	D
3.3	Proven experience in writing and producing timely, high quality presentable written material for a variety of mediums e.g. booklets/web site material	E
3.4	Excellent interpersonal skills.	E
3.5	Teamwork and collaboration	E
3.6	Work experience gained in a school environment.	D
4. Qualifications and Experience		
4.1	Good general education	E
4.2	Minimum GCSE English and Maths (Level C) or equivalent	E
4.3	Formal qualifications in Office Software Packages, eg OCR/RSA	D
4.4	St John's Ambulance First Aid qualification (or equivalent) in the work place or to be willing to undertake training in post.	E

5. Safeguarding		
5.1	Has appropriate motivation to work with children and young people.	E
5.2	Ability to maintain appropriate relationships and personal boundaries with children and young people.	E

This really is a great place to work and in return, we can offer a range of opportunities to extend your Learning and Development. We understand the importance of securing the right role and we believe that our school and wider Trust will not disappoint you!

How to apply:

We hope that after considering all the information provided you will decide to make an application. If we can help in providing any other information you might need, please contact Sue Noble, HR officer at Crawshaw Academy: sue.noble@crawshawacademy.org.uk

Support is also available through the Trust's HR Team via email recruitment@harrogategrammar.co.uk or telephone on 01423 535641.

To access our online application form please visit the Red Kite Learning Trust website: <http://www.rklt.co.uk/vacancies/>

If you would like to informally discuss the role with the Principal ahead of applying, or arrange an appointment to visit the school at a mutually convenient time, please contact the HR Officer/team in the first instance – contact details are shown above.

A reminder the **closing date is: Monday 26th February @ 12:00 pm.**
Please note the school will be closed for Half-Term from 12th-16th February.

Shortlisted candidates will be contacted shortly after the closing date.

Whatever the outcome of your application, we thank you for the interest you have shown in our school and we wish you well for your future career.





Recruitment Process Guidelines

Crawshaw Academy, as part of the Red Kite Learning Trust, is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Application Form (On-Line process)

Your application form plays an important part in your selection - it is the only basis for considering your initial suitability for the post. Please read the instructions on the online application form carefully before completing it. You must complete all parts of the form.

Look carefully at the post specification. This outlines the duties of the post and the minimum knowledge, skills and experience we require. You should show clearly in your application how your knowledge, skills and experience are relevant to the requirements of the post.

Rather than simply repeating your career history, look at the skills and experience required by the job and provide evidence that you possess them, preferably by giving specific examples.

Relevant skills may have been gained other than through paid employment, so consider also any private, social, leisure, voluntary and domestic responsibilities you have where relevant skills have been developed.

Please check the closing date and allow time to submit your application through the school website. If you are called for interview, you will be asked to sign a paper copy of your application to ensure the declaration requirements are complete.

Disabled Applicants

If you are a disabled person and may not be able to meet some of the job requirements because of your disability, please specify this in your application. If you meet all other criteria, you will be short-listed and we will discuss with you if there are ways in which the post can be modified to meet your needs.

Equal Opportunity Employer

Red Kite Learning Trust is an equal opportunity employer committed to the elimination of discrimination throughout its employment practices. Selection criteria procedures will be reviewed frequently to ensure that individuals are selected and treated on the basis of their merits and abilities. All information is treated in confidence and personal information submitted as part of the Equal Opportunities questions will not form part of your application; the shortlisting panel do not have access to this information.

Rehabilitation of Offenders

The post you are applying for requires you to have a Disclosure & Barring Service check and you will be required to disclose full details of your criminal history prior to your interview. Having a criminal record is not necessarily a bar to obtaining a post. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

A DBS check will be carried out for successful applicants – this check for disclosure of criminal history will include spent convictions, pending prosecutions/current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the School. Any information given will be completely confidential and will be considered only in relation to this application.

We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

Canvassing

You must not try to influence any current employee or member of the school governing body, to act in your favour as this will disqualify you. If you are related to a current employee or a governor, you must indicate this in the relevant section of the application form.

Requirements for References

At least one of the references should be your current employer. If you are not currently working with children, but have previously done so, then you must include a referee from the last post where you worked with children. If you have not been in recent paid employment, referees should be appropriately qualified to provide confirmation of your suitability for employment. Referees will normally be contacted before interview where possible. You should be aware that your referees will be asked if, in relation to you, they are aware of any Child Protection allegations or issues of a similar nature.

Short-listing and Interviews

Applicants who meet the requirements will normally be short-listed for interview, however, places for interview will need to be limited to a manageable number. In addition, the School may conduct tests and/or written exercises in appropriate circumstances and you may be asked to undertake such exercises as part of the selection process.

At the interview, the panel will ask questions which are intended to allow you to expand on your application and to demonstrate how you meet the requirements of the post. This is also your opportunity to ask questions relating to the job. You will also be asked for your views on the importance of safeguarding children.

Salary Scales and Increments

Administrative, Professional, Technical & Clerical Grades – Progression on the salary scale is by annual increment until the maximum within the grade is reached, subject to at least 6 months service in the grade and a satisfactory performance review.

Teachers – The terms of the relevant year's Pay and Conditions Document will apply.

Pre-Employment Checks

Eligibility to Work in the UK

Please note that we can only consider applications from EU citizens and those holding valid UK visas.

At Interview - Under the Asylum and Immigration Act 1996 the School must ensure that you have permission to work in the United Kingdom. No offer of employment can be made without verification of proof of identity. You will need to submit one of the original documents included in List 1 below, or two original documents specified in List 2 below:

List 1

- A passport showing that the holder is a British citizen, or has a right of abode in the United Kingdom

- A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or identity card.
- A resident permit issued by the Home Office to a national from a European Economic Area country or Switzerland.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

List 2

- First Combination of two documents
 - o A document giving the person's permanent National Insurance Number and name. This could be a P45, P60, National Insurance card, or a letter from a Government agency.
 Plus one of the following documents
 - o A full birth certificate issued in the United Kingdom, which includes the names of the holder's parents; OR
 - o A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; OR
 - o A certificate of registration or naturalisation stating that the holder is a British citizen; OR
 - o A letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR
 - o An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR
 - o A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the United Kingdom, and this allows them to do the type of work that you are offering; OR
 - o An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, **and** this allows them to do the type of work that you are offering.
- Second Combination of two documents
 - o A work permit or other approval to take employment that has been issued by Work Permits UK
 Plus one of the following documents
 - o A passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question; OR
 - o A letter issued by the Home Office confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.

Qualifications

At Interview - Evidence of qualifications relevant to the post and proof of Qualified Teacher Status (if applicable) will also be required. We can only accept original certificates. If you cannot produce original documents or certified copies, written confirmation of your relevant qualifications must be obtained from the awarding body.

Proof of Identity

At Interview - In accordance with Safeguarding Children and Safer Recruitment in Education Guidelines Jan 2007, we must see proof of your identity and evidence your name, date of birth, address and see some form of photographic identity.

At Appointment - In accordance with Safer Recruitment guidelines designed to protect young people, we will check your suitability to work with children. You will need to undertake an Enhanced

Disclosure via the Disclosing and Barring Service (DBS), involving completing an electronic application for this purpose and provide original supporting documents. A copy of the DBS Code of Practice can be made available on request.

Medical Clearance

At Appointment - Verification of your medical fitness is required and again you will be asked to complete a form. You will not be able to start work, for insurance purposes, until medical clearance has been received.

It is not our practice to inform applicants that they have been unsuccessful in being called for interview. If you do not receive an invitation to interview, we thank you for your interest in the post.



Policy Statement on the Recruitment of Ex-Offenders

Crawshaw Academy, as part of the Red Kite Learning Trust, is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

In accordance with the Disclosure and Barring Service Code of Practice this policy is made available to all job applicants at the outset of the recruitment process. The DBS Code of Practice is available at <https://www.gov.uk/government/publications/dbs-code-of-practice>

- As an organisation which uses the Disclosure and Barring service, the Governing Body of the school complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. A DBS check will therefore be carried out before appointment to any job at the school is confirmed. This will include details of convictions cautions and reprimands, as well as 'spent' and 'unspent' convictions. A criminal record will not necessarily be a bar to obtaining a position.
- We are committed to the fair treatment of applicants on all protected grounds and in relation to all history of offending.
- We promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their competencies, qualifications and knowledge.
- Application forms and recruitment information will contain a statement that job applicants will be required to disclose their criminal record if they are invited to interview and a DBS check will be carried out if they are offered the job. The information will only be seen by those who need to see it as part of the recruitment process.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the job sought could lead to withdrawal of an offer of employment.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the job before withdrawing a conditional offer of employment.
- We ensure that people at the school who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- Having a criminal record will not necessarily bar you from working at the school. This will depend on the nature of the position and the circumstances and background of your offences.

(Source www.disclosures.gov.uk)