



# Reprographics Technician





Dear Candidate,

Thank you for your enquiry regarding the position of **Reprographics Technician** at Oasis Academy Hadley. We are part of Oasis Community Learning which runs over 40 academies across the UK. We are looking for a friendly, well organised and efficient reprographics technician to join our admin team.

I hope you find the information pack helpful. If you would like to know more about us before you apply please see our website [www.oasisacademyhadley.org](http://www.oasisacademyhadley.org). We welcome visits to the Academy. Please contact Peri Mehmet, HR Manager, on 020 8804 6946 ext 73012 or [hr@oasishadley.org](mailto:hr@oasishadley.org) to arrange a visit or if you would like to discuss any aspect of the post.

If you would like to apply, please complete the Application Form and Equal Opportunities monitoring (CVs are not accepted) and return it by either of the following ways:

Email: [hr@oasishadley.org](mailto:hr@oasishadley.org)

Post: Peri Mehmet  
Oasis Academy Hadley  
143 South Street  
Enfield  
EN3 4PX

The closing deadline for applications is no later than **8am on Friday 8<sup>th</sup> December 2017**.

Please ensure you provide the name, address and status of two referees, one of whom should be your current Line Manager. Candidates should be aware we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

Interviews will be on **Tuesday 12<sup>th</sup> December 2017**. If you have not been invited to attend by **Monday 11<sup>th</sup> December** you should assume that your application has not been successful. Unfortunately, we will not be able to provide feedback on your application at this stage.

I wish you well and thank you once again for your interest in what we think will be a rewarding post.

Yours sincerely,

A handwritten signature in black ink that reads 'L. Dawes'.

Lynne Dawes  
Principal

# About Oasis Academy Hadley

Oasis Academy Hadley is an inclusive all-through, 2 to 18 academy that is committed to giving children the best possible education. We are located in our state of the art building, on South Street, Ponders End, a two minute walk from Ponders End train station.

The Academy has been very successful since it opened. In June 2016 Ofsted confirmed that the Academy continues to be good in all areas.

*'The Hadley Way is ensuring that pupils' lives are transformed'*

*'In all phases rates of progress for pupils are at least good'*

*'The ambition and culture of high expectations have been sustained since the last inspection'*

*'Good quality care pervades all aspects of the school's life and work'*

The popularity of the Academy has increased year on year and we are now the school of choice for our local families and we are over-subscribed in many year groups. The Sixth Form is the first choice for Year 11 students and has become increasingly popular with external students from local schools.

The percentage of students achieving the best grades at both GCSE and A Level has risen significantly over the years. Last summer 55% of students achieved Level 4+ in the Basics - English and maths GCSE. We have been successful in narrowing the gap with disadvantaged students achieving in line with advantaged students. Consequently, students make good and outstanding progress. At A level and BTEC Level 3 our students continue to make good progress. Over 94% of our students have progressed to university including 47% Russell Group universities following a wide range of courses including from English, politics to engineering, psychology and law.

Phase 1, our primary section, began in September 2010, admitting 60 Reception age children. Students make very good progress across Phase 1. Our Year 1 Phonics test results and KS1 SATS results this summer were line with national averages. The Nursery opened when we moved to our new site in January and is very popular. In July 2013 we were asked to be part of the 2 year olds pilot scheme by Department for Education and we now have a very successful 2-year-old Nursery. We offer full time day-care for 2 and 3 year olds including the Government 30 hours free day care. Our admissions arrangements give staff have priority for places in our nurseries and school.

The all-through Academy brings huge benefits to students, their families and to staff in terms of curriculum continuity and progression, facilitating parental involvement in their children's learning and professional development opportunities.

The Academy mainly serves ethnically and economically diverse local communities of Ponders End, in North Eastern Enfield. A number of students travel from Enfield Lock, Edmonton and Haringey to the Academy. 90% of students come from 30 most deprived areas in the country. High numbers (60%) receive pupil premium. There is a high proportion of students with English as an additional language (69%) with over 60 languages spoken. Turkish, Black Caribbean, Somali and White British are our biggest ethnic groups. Despite the challenges many of our students face in their day to day lives our students are ambitious and work hard, seeing education as the key to a successful future.

Oasis was established in 1985 and has grown into a group of charities working to deliver housing, training, youth work, health care, family support and primary, secondary and higher education. In the UK Oasis employs over 4000 staff as well as working with over 1000 volunteers. Oasis work in ten other countries around Europe, Africa, Asia and North America. Our academy is twinned with projects in Uganda and Kyrgyzstan.

Oasis Community Learning is an education trust established in 2004 with the express purpose of transforming lives and communities through the development of Oasis Academies. There are over 40 academies each with their own character and identity and as one organisation are committed to share effective practice across the group. As a leading academy sponsor Oasis is a growing organisation which is committed to improving the life chances of children, young people and the communities they live in.

The Oasis Hub Hadley supports the work of the Academy providing integrated, high quality services that benefit the whole person and the whole community. This is achieved by bringing together the Oasis ethos and values, local and national resources and expertise, and working together in and with local partners. Hadley Hub's work includes youth work, family support services, holiday activities, volunteering, community engagement, lettings as well as the Academy. In addition to the main Academy site Oasis rents a shop on South Street to provide an additional facility to work with the local community.

The Academy operates a totally inclusive admissions policy, accepting students irrespective of faith or ability. Our goal is to create an environment where students 'want' to learn rather than 'have' to learn.



# About the Administration Team

We are looking to recruit a friendly, well organised and efficient reprographics technician with a positive and proactive approach to reprographic, audio visual support for staff and students of the Academy

You will join the administrative team of 7 staff led by the office manager. The team is enthusiastic, flexible and determined to ensure that the academy runs smoothly. They have a strong, mutually supportive team ethos and regularly share ideas. The team is based in the administrative offices at the front of the Academy. The technician is based in the reprographics room near the main admin offices. The reprographics room which a large, light, air conditioned area with new copiers and equipment. In addition to the main reprographics role the technician takes photographs of students and staff for their ID cards.

Previous experience within an academy, school or other educational setting is an advantage but not essential. What's essential is an approachable and engaging manner with the ability to communicate with ease with staff and students, superb organisational skills combined with the ability to work well under pressure to tight deadlines. A good working knowledge of MS Office applications and excellent attention to detail is also needed





## About Oasis Community Learning

The vision of Oasis Academies is to create both outstanding schools and community hubs. As well as delivering first-class and innovative education, Oasis builds 'Hubs' in the area it works in; creating safe and inspiring local neighbourhoods that provide integrated and diverse services to benefit the whole person and the whole community.

Oasis Community Learning seek to create and sustain networks of excellent learning communities working in the context of the Oasis Ethos where every student can reach their full potential. Oasis believes this can be achieved through clear leadership, outstanding staff, a positive and affirming environment, strong partnership between students, parents/carers and the local community, along with the wider national and international links the Oasis' global operations create.

Our ethos is an expression of our character- it is a statement of who we are and therefore a lens through which we assess all we do. The work of Oasis Community Learning is motivated and inspired by the life, message and example of Christ. This is encapsulated by the following five statements:

- a passion to include everyone
- a desire to treat everyone equally, respecting differences
- a commitment to healthy and open relationships
- a deep sense of hope that things can change and be transformed
- a sense of perseverance to keep going for the long haul

The full Education Charter explains how our ethos impacts in Oasis Academies and can be found on [www.oasiscommunitylearning.org](http://www.oasiscommunitylearning.org)

At Oasis Academy Hadley we interpret the Oasis Ethos through the Hadley Way.

## The Hadley Way

**ASPIRE:** We will have the highest expectations of ourselves and others for both learning and behaviour.

**ACHIEVE:** We will be the best we can

**CARE:** We will consider others and make positive contributions to the Academy, local and global communities in which we live

**ENDEAVOUR:** We will be resilient, enjoy a challenge and not give up easily.

# Job Description

## POST:

Reprographics Technician

## ACCOUNTABLE TO:

The Principal, Office Manager

## GRADE:

Scale 4, Point 18-22  
Outer London - £19,917 -  
£21,984

## KEY RELATIONSHIPS:

Academy Leadership Team;  
relevant teaching and support  
staff; students; partner  
professionals; parents; local  
community; other Oasis  
Academies and Oasis  
Community Learning central  
staff.

## LOCATION:

Oasis Academy Hadley

## WORKING PATTERN:

52 weeks a year, 37 hours a  
week

## JOB PURPOSE:

To provide reprographic, audio visual and administrative support to the staff of the Academy

## RESPONSIBILITIES:

1. To provide reprographic services and audio-visual support for the Academy.
2. To contribute to the efficient operation of administrative support under the direction of the Office Manager.
3. To promote and safeguard the welfare of children you come into contact with.

## DUTIES:

### **1. Strategic Development and Academy Development**

- Responsible, as a member of staff, for promoting and developing a positive culture and to ensure diversity within the Academy community is recognised and respected.
- Contribute to the development of the Academy's vision, values and aims and to abide by agreed professional behaviours and attitudes.

### **2. Key Tasks**

- Provide reprographics including photocopying, collating, stapling, binding, laminating, etc.
- Ensure an adequate supply of Academy proformas such as signing-out slips, uniform slips.
- Compile monthly records and forwarding to finance for charging to Budget holder.
- Arrange service repair visits for copiers as required.
- Managing stock levels including paper/consumables and maintain stock control.
- Liaise with external suppliers for the production of high quality and cost effective printed materials.
- Take digital photographs for identity cards for all staff and students and upload photographs on to SIMS.
- Print the Salto Door cards and all staff and student identity cards.

## **DUTIES:**

- Identify preferred suppliers for printed materials and associated processes and to manage these relationships.
- Printing and collating certificates
- Printing Academy School Reports every half term
- Producing Exit Cards for staff every half term
- Printing internal Examination Papers
- Comb binding documents as required; staff planners, booklets etc;
- Liaise with the Publicity Officer in relation to the production of promotional materials;
- Proof read and edit materials for external audiences on request.
- Train staff in regard to use of photocopiers, other reprographic and audio-visual equipment;
- Securely maintain the store of audio visual equipment including still and video cameras issuing to staff and students ensuring that user agreements and records of loans are completed.
- Weekly check of printers around the academy
- For all academy printers; replacing toners, carrying out minor maintenance of printers such as removing paper jams and reporting fault to the printer company
- Maintain a tidy, safe working environment.
- Monitor and adhere to Copyright Regulations.
- Provide reception cover as required

### **3. General**

- Promote an environment that safeguards and protects children and when necessary take responsibility for ensuring the appropriate child protection procedures are followed;
- Ensure own professional competence remains sufficient to provide effective support by seeking support for your practice and development.
- Attend training including the Academy's Training Days.
- Participate in the Academy's Performance Management process.

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.



# Reprographics Technician Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE English and maths at A*-C or level 2 equivalent</li> </ul>	
<b>Experience, Skills and Understanding</b>	<ul style="list-style-type: none"> <li>Successful experience of working in reprographics</li> <li>Knowledge and experience of using ICT</li> <li>Knowledge of Word, Excel and Powerpoint</li> <li>Experience of managing stock</li> <li>Ability to keep records</li> <li>Ability to converse at ease with parents/students and members of the public in accurate spoken English</li> <li>Understanding of the practical application of Equal Opportunities in an Academy context</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school or academy setting</li> <li>Ability to take good quality photographs of people</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Good organisational skills, ability to show initiative</li> <li>Good communication skills</li> <li>Ability to work as part of a team</li> <li>Ability to reflect</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with children</li> <li>Emotional resilience in working in a range of challenging situations</li> <li>Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos</li> </ul>	

## **Explanatory Notes**

Applications will only be accepted from candidates completing the enclosed Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible (Sections A & B). CVs will not be accepted in place of a completed Application Form.

### **Safeguarding Children & Young People**

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring checks

1. Candidates should be aware that all posts in Oasis Community Learning involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
2. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

### **Interview Process**

After the closing date, short listing will be conducted by a Panel, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy Disclosure and Barring check requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

For Academy based positions, in addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.

### **Conditional Offer: Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Vetting and Barring Checks
- Satisfactory Disclosure and Barring check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

### ***For teaching posts***

- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Verification of medical fitness in accordance with DFE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or ISA and/or other relevant investigating bodies.