SEVENOAKS SCHOOL

JOB DESCRIPTION

Appointment of a Reprographics Assistant

(Part-time, term-time plus)

The School

Sevenoaks School is a large, co-educational HMC school. Founded in 1432 by William Sevenoke, the school has over the last 50 years developed an international reputation for innovation and academic success. There are just over 1000 pupils from age 11 to 18, including well over 400 in the Sixth Form. All our Sixth Form students study the International Baccalaureate Diploma Programme. Around 50 students take up places at Oxford, Cambridge or Ivy League universities each year, and nearly all go to distinguished universities in the UK and USA. This year the average IB score was 39.8 out of a possible 45 points. (The world average stands between 29 and 30 points). At GCSE and IGCSE students achieved 92% A or A* grades. About 350 pupils board in the seven boarding houses, including the Girls' International House, opened in 1977, and the International Centre (for boys) which was founded in 1962. Students originate from over forty countries.

The school is situated on Sevenoaks High Street, surrounded by fine views. The 100-acre site, which includes a number of listed buildings, is beautifully landscaped and adjoins the 1000-acre deer park of Knole, yet London is only a 30-minute train journey away.

In 2013 the Independent Schools Inspectorate (ISI) awarded Sevenoaks School the rare accolade of 'Exceptional' for its students' achievement. In 2012, Sevenoaks was top of the Department for Education's KS4 performance tables, with the highest percentage of pupils achieving all subjects in the English Baccalaureate. It was listed as Top Independent School at A-level or equivalent in the Independent in 2012, and the top co-educational independent secondary school (IB) in the Sunday Times Schools Guide in 2011. Sevenoaks has enjoyed the accolade of 'Independent School of the Year' from both The Sunday Times (2008) and The Independent (2007), while regularly topping the co-educational independent league table for the International Baccalaureate.

Further information about the school can be found at: www.sevenoaksschool.org

The Department

The Reprographics Department is at the heart of the school and is currently located within Claridge House, the central administrative building, together with the offices of the Head, Senior Management and other administrative functions.

The Reprographics Department deals with the school's central printing and copying requirements, binding and booklet making, producing access cards, running a student stationery shop, supplying staff stationery

needs, laying out documents (currently using InDesign) as well as performing a wide range of administrative tasks.

Reporting

The Reprographics Assistant reports to the Office Manager.

Responsibilities

- To process word processing tasks carried out in the department
- To manage basic spreadsheets as required
- To carry out printing, copying, typing, binding, laminating and finishing for pupils and staff
- To meet requests for stationery, paper and materials
- To operate the school's stationery sales
- To operate the school's ID card production process
- Administration for internal school exams
- Administrative assistance for a wide variety of activities within the department and as requested by the Office Manager.
- Various creative design tasks using Adobe InDesign and Photoshop.

Required Skills and Experience

- Be personable, cheerful, tactful and possess good interpersonal & telephone manners.
- Be flexible, adaptable and thorough, having the ability to work without undue direction.
- Be familiar with e-mail operations.
- Have good word processing skills, including mail merge although this can be taught
- Have good database & spreadsheet skills e.g. Excel.
- Experience of desktop publishing software (especially InDesign) would be very advantageous
- Be reliable, methodical, organised and good at assessing priorities.

Hours of Work/Working Pattern

The hours of work and working pattern requirements are as follows:

<u>During term-time:</u>

Monday - Friday	1200 – 1700
School Saturdays	0800 – 1300

(Usually 8 Saturdays per annum are to be

worked. There is also potential for the hours on Monday and Friday to be changed to 1000 - 1500)

Half-Term

Wednesday	0900 – 1300

(usually 2 per annum)

School Holidays

Tuesdays and Thursdays	0900– 1300

(usually 9 per annum)

School holidays, school Saturdays and half terms are shared between the three members of the department.

The definition of term-time working includes the whole of the week in which terms begin and end and excludes half term periods. (The school's practice is to attempt to align with KCC term dates as far as practicable).

Salary

The salary is based on a full-time equivalent salary of £21,500 p.a. The actual pro-rata salary is £10,819p.a.

Pension

Membership of the support staff Group Personal Pension Scheme is available for the person in this role. If the successful applicant does not join the pension scheme and is eligible for auto enrolment, then they will be enrolled at the appropriate time in the school's auto enrolment pension plan. Further details can be obtained from the Personnel department.

Holidays

Holiday entitlement is pro-rata of 28 days paid holiday per annum including public holidays. As holidays cannot be taken during term time, payment for these are included in the salary.

Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history, and a medical examination by the applicant's G.P. We also reserve the right to contact any previous employers for a reference request on your behalf.

Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the

school's Child Protection Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

The successful applicant will be required to complete the Disclosure Certificate System operated by the Disclosure and Barring Service (DBS) before taking up the appointment.

Note

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role. The school is also constantly evolving and the post holder should expect to learn new skills and adapt to new structures as required to meet the changing needs of the school.

Application

If you wish to be considered for this role, please complete the online support staff application form at http://www.sevenoaksschool.org/support-vacancies/. The form must be completed in full and submitted electronically. CV's can also be submitted but cannot replace any information on the application form which should be submitted in full.

Please contact the Personnel Office at personnel@sevenoaksschool.org or telephone 01732 467 740 if you have any questions about a completed application.