



St. Aubyn's School

Candidate information pack

Welcome to St. Aubyn's



At our school, we are dedicated to nurturing curious minds, fostering academic boldness, and building inclusive communities.

Through innovative teaching methods and a dynamic curriculum, we empower every child to reach their full potential and become lifelong learners and contributors to society. We embrace diversity, champion inquiry, and cultivate a culture of respect, empathy, and resilience.

As a thread through the School, the St. Aubyn's Promises guide us in our behaviour towards one another and our determination to be the best versions of ourselves possible.

We welcome your interest in joining our passionate and dedicated team of teachers and support staff, and look forward to receiving your application. If you have any questions, please do get in touch!

Aims of the School

Our aim is to create an environment where academic excellence and personal growth intertwine seamlessly. Building upon our enduring motto, **"Fortiter, Fideliter, Feliciter; Bravely, Faithfully, Happily,"** we embrace a dynamic approach to teaching and learning that honour tradition, while also embracing innovation.

Bravely

A commitment to excellence in:
Academic boldness, Championing curiosity, Broadening opportunity

Faithfully

A commitment to our citizenship in:
Community connectors, Environmental stewards, Actively inclusive

Happily

A commitment to looking after our well-being through:
Active lives, Nurturing spaces, Healthy mindsets

St Aubyn's at a glance...



Founded in
1884 and moved
to current site in
1919

Set in **eight**
acres of leafy
grounds on the
edge of historic
Epping Forest

A member of the
Bancroft's Family of
Schools, a group of
leading independent
schools on the
London/Essex border

484 pupils
aged **3** to **11**



Closest stations:
Woodford, South
Woodford and
Highams Park
On the **179, 20** and
W13 bus routes

Early Years provision
nationally recognised
as a '**Significant**
Strength'
(ISI report, 2025)



Excellent facilities
and specialist
teachers for **art**,
music, **drama**, **sport**,
IT and **languages**



Staff benefits include
reduced school fees,
free car parking and
lunches



100%
of Year 6 pupils
offered places at
selective
independent
schools in 2025



Job description

Job title	Reprographics Assistant
Department	Business Support
Reports to	Bursar
Line manages	N/A
Job summary <p>The Reprographics Assistant will provide an efficient, responsive and high-quality reprographics service across the School.</p> <p>The postholder will take responsibility for preparing printed and physical resources requested by teaching and support staff, including photocopying, printing, collating and laminating.</p> <p>The postholder will be comfortable in working in an educational environment where interactions with children are frequent.</p>	
Key duties and responsibilities <p>Reprographics and resource preparation</p> <ol style="list-style-type: none">1. Provide a central reprographics service for teaching and support staff, including photocopying, printing, scanning, laminating, guillotining and other resource-production tasks.2. Prepare teaching resources, worksheets, booklets, assessment materials, programmes, forms, signage, posters and other documents, and reformat documents where necessary so that they are professionally presented and suitable for printing.3. Handle confidential documents, including pupil information, reports and assessment materials, with appropriate discretion and security. <p>Printing oversight and cost control</p> <ol style="list-style-type: none">4. Monitor photocopying, printing, paper and consumables usage across the School, and produce regular reports showing printing and photocopying volumes, costs, and patterns of usage.5. Encourage economical and environmentally responsible printing practices.6. Support the development and implementation of school procedures governing reprographics requests, lead times, print permissions and responsible use. <p>Equipment and stock management</p> <ol style="list-style-type: none">7. Ensure that reprographics equipment and work areas are clean, organised, secure and ready for use.8. Undertake routine equipment tasks such as replacing toner and clearing straightforward paper jams.9. Report faults promptly, log service calls and liaise with suppliers or contractors where required.10. Maintain appropriate stocks of paper and other reprographics consumables.11. Check deliveries and maintain accurate records of orders, expenditure and stock usage. <p>Drama productions and creative projects</p> <ol style="list-style-type: none">12. Provide practical and creative assistance to the Performing Arts Department, particularly in preparation for productions and performances.	

13. Assist with the design and production of props, scenery, posters, display boards and other resources.
14. Use practical problem-solving skills to help translate creative ideas into achievable designs.
15. Work within agreed budgets, timescales, safety requirements and available materials.
16. Support other departments with approved displays, exhibitions, events and creative projects where workload permits.

Workflow and departmental support

17. Plan work proactively around known school events, assessment periods, productions and other predictable periods of increased demand.
18. Maintain a forward calendar of significant deadlines and expected workload peaks.
19. Manage several workflows simultaneously without losing accuracy or overlooking deadlines.
20. Communicate clearly with colleagues about priorities, progress, capacity and completion dates.
21. Maintain orderly physical and digital filing systems for requests, completed work, templates and supplier information.
22. Contribute ideas for improving the efficiency, quality and sustainability of the School's reprographics services.

General responsibilities

23. Work cooperatively with teaching and support staff and provide a helpful, professional internal service.
24. Participate in relevant training and professional development.
25. Attend appropriate meetings and school events where required.

Safeguarding

- The postholder will be required to submit an Enhanced Disclosure and Barring Check (DBS).
- The postholder is responsible for promoting and safeguarding the welfare of all children and young person's they are responsible for, or come into contact with.

St Aubyn's policy and procedure

- The postholder is required to actively follow and abide by all St. Aubyn's policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the line manager or Head of Department/Section.

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

Person specification

Job title	Reprographics Assistant
Department	Business Support

Criteria
Qualifications A good standard of general education, including competent written English and numeracy. (E) Training in the safe use of relevant reprographics, display-making or production equipment. (D)
Experience Experience of managing administrative, production or printing tasks to deadlines. (E) Experience of prioritising multiple requests. (E) Experience of working independently and taking responsibility for completing tasks. (E) Experience of operating photocopiers, printers and laminators. (E) Experience of working in a school or educational setting. (D) Experience of monitoring printing volumes, stock use or departmental expenditure. (D) Experience of creating props, scenery, backdrops, displays or theatrical materials. (D)
Knowledge and skills Strong organisational and time-management skills. (E) The ability to work accurately under pressure and meet firm deadlines. (E) Good written and verbal communication skills. (E) A strong eye for layout, presentation, colour and visual detail. (E) Competence in using Microsoft Office or equivalent productivity software. (E) The ability to monitor costs and keep reliable records. (E) The ability to give clear, tactful feedback to requests. (E) Practical problem-solving skills. (E) An understanding of confidentiality and responsible information handling. (E) The ability to work safely with equipment, tools and materials. (E) Knowledge of sustainable printing and resource-management practices. (D)

Aptitudes

Enjoy working with children in an educational setting (E)

Proactive rather than purely reactive. (E)

Calm when dealing with competing deadlines. (E)

Accurate and attentive to detail. (E)

Able to judge priorities sensibly. (E)

Approachable and service-focused. (E)

Discreet and trustworthy. (E)

Flexible in responding to changing school needs. (E)

Able to work both independently and collaboratively. (E)

Committed to the safeguarding and welfare of children. (E)

An appreciation of the School, its tradition and history (E)

Willingness to undertake safeguarding, data-protection, health and safety and equipment training. (E)

The ability to comply with policies and procedures related to child protection and health and safety (E)

E = Essential for post
D = Desirable

Oct2026

How to apply

Visit our website at www.staubyns.com/about-us/#vacancies and apply online.

Contact us

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020 8504 1577

school@staubyns.com

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Bravely, Faithfully, Happily

