



Reprographics Technician



Dear Applicant,

Thank you for your enquiry regarding the position of **Reprographics Technician** at Oasis Academy Hadley. We are part of Oasis Community Learning www.oasiscommunitylearning.org which runs over 50 academies across the UK.

I hope you find the information pack helpful. If you would like to apply, please complete the Application Form and Equal Opportunities monitoring (CVs are not accepted) and return it to David Tyrrell, HR Officer, by either of the following ways:

Email: Hadley.hr@oasishadley.org

Post: HR Officer
Oasis Academy Hadley
143 South Street
Enfield
EN3 4PX

If you would like to discuss the post please contact HR on 020 8804 6946 ext. 73012 or 72803 or Hadley.hr@oasishadley.org.

The closing deadline for applications is no later than **8am on Wednesday 21st August 2019.**

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 27th August 2019**. If you have not been invited to attend by **Friday 23rd August 2019** 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.

If you would like to know more about us before you apply please see our website www.oasisacademyhadley.org, or www.oasisacademyenfield.org if you are not clear about any aspect of the application procedure, do not hesitate to contact us for clarification.

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

Yours sincerely,



Zoë Thompson
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 that will enable them to achieve their best. We are located in a spacious new building with great facilities on South Street, Ponders End, a two minute walk from Ponders End train station.

Since opening, we have celebrated many successes. Our last Ofsted inspection in June 2016, confirmed that our 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'

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

The popularity of our 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. Our Sixth Form is the first choice for Year 11 students and is 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 our Progress 8 score was +0.32 placing us in the top 15% of schools in the country. At GCSE 76% of students achieved Level 4+ in English and 64% in Maths. 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 the success continues where over 94% of our students have progressed to university including 60% Russell Group and top third universities following a wide range of courses including engineering, politics, psychology and law.

The Sixth Form works in partnership with Oasis Academy Enfield, three miles away. The joint Sixth Form enables us to offer a wide range of courses and the highest standard of teaching and enrichment activities. Students travel by mini bus between the two Academies.

Phase 1, our primary section, began in September 2010, admitting 60 Reception age children. In phase 1 our students receive the best possible start to their education in our nursery and reception where the 'Good Level of Development' measure is above national averages and progress is outstanding. Similarly, our Year 1 Phonics test results and KS1 and 2 SATS results this summer demonstrated very strong progress. We offer full time day-care for 2 and 3 year olds including the Government 30 hours free day care. Our admissions arrangements also 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

We value our staff and place a great deal of importance in training and development. We run a comprehensive programme of professional development opportunities throughout the academic year focused on developing our skills knowledge and expertise.




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 Enfield 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. Enfield Hub's work includes youth work, family support services, holiday activities, volunteering, community engagement, lettings as well as the Academy.

The Academy operates a totally inclusive admissions policy, accepting students irrespective of faith or ability. Our goal is to create an environment where students make very good progress, within an Academy, which values them as individuals.





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

About the Administration Team

We are looking to recruit a Reprographics technician for Oasis Academy Hadley who will also provide support to Oasis Academy Enfield through our clustering arrangement. This post provides reprographics support to both academies and supports the general work of the Academy administration team.

In this role you will be based at Oasis Academy Hadley and will carry out photocopying, collating, stapling, binding, laminating in an organised and timely fashion. You will oversee the stocks of reprographic materials and reorder as and when required. In addition to this, you will also maintain the reprographics equipment and arrange services and repair visits as required

The ideal candidate is someone who is well organised, able to plan work effectively and can meet deadlines. The ability to pay attention to detail and to communicate effectively with a range of individuals are a must as well as the ability to work under pressure.

The reprographics technician is managed by the Administration team manager and is a key member of the Academy administration team.

The Administration team plays an important role in the effective and efficient management of important resources and information and are therefore key to the Academy's success.

This role is great opportunity for someone who wants to make a difference to the lives of young people and wishes to be part of an organisation that provides Exceptional Education at the Heart of the Community.

Job Description

POST:

Reprographics Technician

ACCOUNTABLE TO:

The Principal, under the day – to – day management and leadership of the Office Manager

GRADE:

Support Staff Scale 7 – 12
(Outer London) - £19,498 - £21,315 (actual) plus Local Government Pension Scheme

KEY RELATIONSHIPS:

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

LOCATION:

Oasis Academy Hadley

WORKING PATTERN:

37 hours per week
40 weeks per year

JOB PURPOSE:

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

RESPONSIBILITIES:

1. To contribute to the efficient operation of administrative support under the direction of the Office Manager.
2. To provide reprographic services and audio visual support for the Academy.
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.
- Arrange service repair visits as required.
- 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.
- Liaise with external suppliers for the production of high quality and cost effective printed materials.
- Identify preferred suppliers for printed materials and associated processes and to manage these relationships.
- Order stock including paper/consumables and maintain stock control.
- Train staff in regard to use of photocopiers, other reprographic and audio visual equipment.
- Take digital photographs for security passes for all staff and students and of identified Academy events.
- Print the Salto Door cards and student identity cards.
- Set up audio visual equipment as required including camera, video and data projector.

- Troubleshoot reprographics and audio visual equipment around the Academy.
- Maintain a tidy, safe working environment.
- Monitor and adhere to Copyright Regulations.

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.

Safeguarding children and young people

Oasis Community Learning is 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 an enhanced DBS check.

Reprographics Technician Person Specification

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

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.