



Administration and Reprographics Assistant

Required September 2021

Grade 4 – SCP 4/5

Actual Salary - £10,824 / £9.81 per hour

**25 hours per week – Term time only
Monday to Friday**

hours to be negotiated with successful applicant

Closing date:	Friday 4 th June 2021 at 9am
Interview date:	To be confirmed with shortlisted candidates

Contents

Page	Item
Pages 3 and 4	Information about Beaumont Primary Academy and a word from the Principal, Miss D Kelly
Page 5 and 6	Information about South Pennine Academies Trust
Page 7	The Selection Process
Pages 8 and 9	Job Description
Pages 10 and 11	Person Specification

Important Safeguarding notice

As part of your wider duties and responsibilities you are required to promote and actively support the Trusts 'responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.



Beaumont Primary Academy



Background and Vision

“Adventures in Learning”

Beaumont Primary Academy opened in September 2016 and will be up to Year 5 in September 2021. When it reaches capacity, it will be a 650 place 2-11 academy and is situated in the grounds of Moor End Academy in Crosland Moor and near to Beaumont Park. In September, numbers are expected to be approximately 510. As part of South Pennine Academies, Beaumont Primary Academy is well supported by a successful Trust team led by the CEO, Jane Acklam OBE.

At Beaumont a highly skilled and experienced team of staff are all committed to providing a safe environment and a high quality education for our students. Our expectations are high and we work relentlessly to realise them. Our belief is that all children whatever their background and starting points, can achieve highly. We know that children only get one chance at their education and we have a duty to ensure that at the end of each stage of their education, children are ready and prepared for moving on to the next stage.

Alongside the strong focus on progress and attainment, a planned programme of opportunities is in place which enriches experiences, allowing students to develop their interests, social skills and embrace the community around them, in many areas of learning. Pupil voice is central to our work and we have a Silver Rights Respecting award in recognition of the work we do in respecting the rights of the child.

We want our children to be truly involved and excited by their education and as such we provide active, engaging and interactive learning experiences, both onsite and beyond as a classroom and this is an essential part of the role. The classroom environment is a fundamental part of the learning experience where children have a sense of ownership and are able to develop as purposeful, focussed and independent learners.

We have well established relationships with our families and the local community and expect all staff to commit to this way of working. Beaumont is a very happy, calm, purposeful learning environment where children and adults thrive. It is a special place to work with low staff turnover – staff morale is high and staff relationships are exceptional. We face challenges with a genuine ‘can do’ approach and look for solutions – we are unapologetic and uncompromising in our vision for what is possible.

Beaumont Primary Academy serves a fabulous vibrant academy community from a diverse cultural and religious background. We want all of our students and families to be proud of themselves and who they are, whilst having the highest standards of respect and understanding for each other.

Beaumont Primary Academy has the advantage of sharing a site with Moor End Academy, Woodside Pre-School and Huddersfield Horizon SCITT, allowing for close partnerships across the campus.

We are looking for someone who is highly organised, an excellent communicator and can maintain a good pace of work to be part of a highly effective team delivering administration support for the school.

We are uncompromising and relentless in our drive for the very best for every single child and their unique circumstances. If you think you are the right person to join our team, please do find out more:

- on our website www.beaumontprimary.org.uk or
- on our Twitter account @BeaumontPAC or
- telephone and a member of SLT will be able to answer any further questions you may have



**Miss Debbie Kelly,
Principal**



South Pennine Academies

Sponsorship



South Pennine Academies is the sponsor and works in partnership to raise levels of attainment and aspirations of all students. As sponsor, South Pennine Academies is very well placed to create a unique institution characterised by high achievement and success. The Trust has a national reputation for excellence and has a solid track record of partnership working with employers, universities and local academies.

The benefits that South Pennine Academies brings are immense, adding their expertise and ideas as well as opening up life-enhancing opportunities to all academies in the Trust including Beaumont Primary Academy.

The key to the Academies success will be the development of a shared vision, effective and transformational leadership and management, robust partnership arrangements, high quality and focused teaching which guarantees students learning and success. This all needs to be achieved amongst a strong and cohesive staff body.

Students will show good manners, work hard and be honest at all times. They will learn, share and succeed, together.

At Beaumont, we are proud to be part of the SPA team. Staff have fantastic opportunities to work with colleagues across the Trust and build upon good networks to support professional development.

The Vision:

- To develop a group of closely partnered academies.
- To ensure all academies are world class centres of excellence for teaching, learning and progress.
- To ensure the trust plays a pivotal role in improving the life chances of students.
- To ensure that local solutions and partnerships meet local needs.
- To focus on academy improvement with inclusion and diversity at the core.

South Pennine Academies Partners



THE SELECTION PROCESS

How to Apply

Thank you for taking time to read and digest our information. If you wish to apply for the post of **Administration and Reprographics Assistant** you should;

- **Follow the link to apply via the TES website only.** Late applications will not be considered. If you have any questions please telephone the school office on 01484 503111 to speak to a member of staff. **The link for TES is [Administration and Reprographics Assistant, Kirklees - Tes Jobs](#)**
- Please do not complete a Kirklees Application form as they cannot be accepted. If you require a handwritten form to complete, please contact the academy office on 01484 503111. To obtain an electronic application form, please speak to Miss Kelly or Mrs Bindley in the school office.
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees with one being your current employer (with email addresses if possible). Do not enclose additional CVs.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person / employee specification and the unique contribution that you could make to the future success of the Academy.
- Please ensure that your personal statement is no more than 2 A4 sides.

**Beaumont Primary Academy, Moor End Academy Campus,
Dryclough Road, Crosland Moor, Huddersfield, HD4 5JA.**

Time table for the selection process – see front cover of job description

Visiting Beaumont Primary Academy

Visits are welcomed and if you would like to visit to help with your application, please email office email address (office@beaumontprimary.org.uk) with your name, contact number and availability and the Principal, Miss Kelly will be pleased to chat to you about the post in more detail and arrange a visit. Thank you.

Successful applicants will be required to undertake a Criminal Record Check via the DBS. Beaumont Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Role Title - Administration and Reprographics Assistant
Grade 4
Purpose of the role (job statement)
<p>A) To provide administrative and organisational services to the school under the management and guidance of senior staff.</p> <p>B) To provide support to the range of function areas within the school by undertaking clerical, reprographics, audio, display and Library/Resource Centre related work within the school.</p>
Responsibilities / Knowledge / Experience
<p><u>Key duties:</u></p> <ol style="list-style-type: none"> 1. Respond to reception and visitor enquiries; face to face, over the telephone etc. 2. Provide administrative, and organisational services to the school 3. Liaise with pupils, parents/carers 4. Liaise with other staff and external agencies 5. Analyse and evaluate data and information and run reports, for example ParentPay and attendance reports from SIMS 6. Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages 7. Process forms, returns, etc., including those to outside agencies 8. Contribute to the planning and development of administrative procedures and systems. 9. Assist with pupil attendance monitoring 10. Assist with the organisation of school visits and trips 11. Assist with producing marketing and promotion material for the school 12. Undertake personnel administration, such as safeguarding checks 13. Understand and adhere to all policies and procedures, such as Safeguarding Policy, Visitor Policy, Health and Safety Policy etc.. 14. Ensure the office / reception area / own personal work space is welcoming and tidy and hazard free 15. To assist the review of class registers and telephone the parents of absent pupils – follow procedure for all parents who cannot be contacted 16. Keep up to date with school events and maintain school calendar 17. Arrange for prospective parents to visit the school and liaise with Principal / Assistant Principal when necessary 18. Ensure confidentiality is maintained and GDPR is adhered to 19. Receive orders and deliveries, check delivery notes and report any missing / faulty items to the Office Manager 20. To undertake other duties appropriate to the post that may reasonably be required from time to time. 21. To operate photocopying equipment, producing, collating and distributing finished work as required. 22. To assist in the production of materials for school eg, forms, programmes, posters, signs, brochures and certificates. 23. Maintain records on photocopying as required by the unit, departments and the school.

24. Liaise with relevant companies regarding the supply of materials. Order and maintain accurate records.
25. Maintain records either by computer or manual systems.
26. Be aware of current copyright legislation relating to photocopying and reprographics and maintain relevant records as required.
27. To assist the Office Manager in determining the requirement and appropriateness of machinery upgrades as required supporting the school in clerical and reprographic related work.
28. Collate statistics in the usage of stock and equipment as required.
29. To advise and assist staff in the presentation of work and production of materials as necessary and help to promote a positive image of the school.
30. To arrange and maintain displays of pupils work and other items of interest, in the classrooms and around the school.
31. As required train staff in the use of photocopier and other equipment.
32. Collate statistics in the usage of stock and equipment as required.
33. To advise and assist staff in the presentation of work and production of materials as necessary and help to promote a positive image of the school.
34. As required train staff in the use of photocopier and other equipment.
35. Ensure the photocopy and reprographics areas are kept tidy and safe.

Other duties

- To undertake other duties commensurate with the post, as required by the Office Manager and SLT.
- Cover for office/reception as required.
- First Aid training and assistance

Person specification

	Essential	Desirable
Qualifications and training	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • Have English and Maths GCSEs. • Have completed relevant apprenticeship training or equivalent 	<ul style="list-style-type: none"> • Safeguarding training. • Data protection training.
Experience	<p>The successful candidate will have experience of:</p> <ul style="list-style-type: none"> • Working in an administration role. • Working as part of a team. • Handling confidential information. 	<ul style="list-style-type: none"> • Handling complaints and concerns from parents and other key stakeholders. • Working within a school environment.
Knowledge and skills	<p>The successful candidate will be able to:</p> <ul style="list-style-type: none"> • Demonstrate an understanding of their statutory requirements concerning safeguarding, equal opportunities, health and safety and data protection / GDPR • Prioritise their workload and complete all tasks required of them. • Communicate with people over the phone in an appropriate and engaging manner, effectively answering any questions. • Demonstrate an organised and effective approach to handling a demanding workload. • Use calendar management systems 	<ul style="list-style-type: none"> • Demonstrate a working knowledge of how to manage the reputation of the school and engage with the school community. • Use Excel effectively and independently. • Computer literacy skills: use of e-mail, internet, desk top publisher, word & power point
Personal qualities	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • Excellent verbal and written communication skills. • Excellent time management and organisation skills. • High expectations of self and professional standards. • The ability to work as both part of a team and independently. • The ability to maintain successful working relationships with colleagues. • High levels of drive, energy and integrity. 	

	<p>The successful candidate will be:</p> <ul style="list-style-type: none">• Dedicated to promoting their professional development and achieving desired qualifications.• Able to plan and take control of situations.• Capable of handling a demanding workload and successfully prioritising work.• A good team player, with the ability to also work on their own initiative.• Committed to undertake continued training and development	
--	--	--

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form.

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.