Reprographics Technician

Application Pack

Welcome to INOVA Multi-Academy Trust and thank you for your interest in joining our organisation. I am the Chief Executive Officer, and I feel incredibly proud to lead such a wonderfully diverse group of schools, that have people at their heart.

At INOVA Multi-Academy Trust, our vision is clear and unapologetically ambitious: Transforming lives through the power of learning. We are a values-led Trust, committed to Innovation, Collaboration, and Excellence. These principles guide everything we do – from the way we educate and support our learners, to how we develop our staff and engage with our communities.

Each of our schools is unique, shaped by its local context, and we are proud to celebrate that diversity. But what unites us is a shared commitment to equity, high standards, and the belief that every child – regardless of background, need, or starting point – deserves a brilliant education and the opportunity to succeed.

At the heart of INOVA Multi-Academy Trust is a people-centred culture. We believe that when we invest in people, we invest in futures. That's why we have created a Trust model that is agile, responsive, and grounded in trust – one that removes unnecessary noise from schools and enables Headteachers and staff to focus on what really matters: the young people we serve.

Our central teams provide high-quality support and challenge, reducing workload and unlocking capacity at school level. From curriculum development and inclusion, to safeguarding, wellbeing, and digital transformation, we direct more resources where they matter most – into classrooms, into staff development, and into building futures full of possibility.

We also believe in doing things differently – whether that's through our Institute of Talent, our evidence-led school improvement strategy, or our collaborative leadership networks. We don't just strive for compliance – we strive for brilliance.

As CEO, I have the privilege of working alongside a deeply committed team of leaders, educators, governors, and support staff – all of whom share a common purpose: to unlock potential and create opportunity.

As a prospective staff member, or simply interested in our work, I invite you to explore our Trust and connect with our journey. Together, we are building futures worth believing in.

Thank you again for your interest in joining us and the best of luck with your application.

Lee Barber
CEO

About INOVA Multi-Academy Trust

Since forming in 2011 we have grown to 9 schools - 5 primary and 4 secondary - providing learning to over 7,500 learners from ages 2 - 18.

Collaboration is systematic to our Trust. We give our leaders license to operate and empower them to do the right thing for our organisation.

Our Vision:
Transforming lives through the power of learning.

Our Mission:
To equip young people with the knowledge, skills and character to thrive in a rapidly changing world. From nursery to destination, our pathways will embed a culture of innovation, collaboration and excellence delivered through high quality, inclusive and enjoyable educational experiences.

Our Values:
Innovation : Collaboration : Excellence

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MULTI-ACADEMY TRUST
Innovation | Collaboration | Excellence

Our Values

Innovation

- We embrace forward thinking solutions
- We experiment, learning from our success and failures
- We champion the use of cutting-edge resources
- We are agile in our approach.

Collaboration

- We ensure a safe and transparent culture
- We are proactively involved in our communities
- We apply resilience and adaptability
- We promote teamwork and inclusivity.

Excellence

- We have high standards and expectations
- We continually evaluate, seeking improvement
- We insist on equity for all
- We foster a culture of ownership and responsibility.

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Our Offer

Each of our schools has its own distinctive character, reflecting the local community it serves. Children joining us have a broad range of abilities and social backgrounds. We recognise and celebrate different aptitudes and interests and believe that everyone can develop through dedication and hard work, leaving our schools fully prepared for successful lives.

Primary Education

Each of our primary schools are Ofsted graded 'Good' giving our children an excellent start to their education and preparing them fully for their secondary transition.

Secondary Education

Our secondary schools work in close collaboration to further develop our curriculum and outcomes. Our sixth form provision is Ofsted graded 'Good' or 'Outstanding.'

Central Services

Our support staff are highly valued, and we offer a range of central services to our schools to enable them to concentrate on outstanding teaching, high quality learning and effective support for individual needs. Services include:

- Catering
- Communications and Marketing
- Facilities and Estates
- Finance
- Governance
- HR
- IT
- School Improvement

The Role

Post - Reprographics Technician (Temporary until 31st August 2026)

Hours - 22.5 hours per week for 40 weeks per year

Grade 3 - £24790 to £25183 pro-rata

We are seeking to appoint a Reprographics Technician at Forge Valley School. The successful candidate will be required to manage, maintain and develop a complete reprographics service in this busy department of the school. For this post, excellent organisational and interpersonal skills are required with an ability to prioritise workload, work to strict deadlines and high service standards. Experience within a school environment / reprographics department would be an advantage.

Salary Range	Grade 3
Hours of Work	22.5 hours per week for 40 weeks per year
Responsible To	Office and Cover Manager
Responsible For	N/A
Benefits	• the opportunity for professional growth • first class continuing professional development opportunities • a modern, £27 million, state of the art working environment • access to an on-site gym which is free to staff members • Support from an experienced and committed Leadership Team and Governing Body who are committed to staff wellbeing and reduction in workload

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The Person

Person Specification
Reprographics Technician

Required for the post:	Essential E / Desirable D	Criteria identified via application form (A), interview (I), reference (R), test (T), other (O)
Qualifications and training		
• Educated to GCSE or equivalent with passes in Maths and English	D	A/I
Experience		
• Experience of working in a school	D	A/I/R
• Successful experience in a similar role	D	A/I/R
Knowledge/skills/abilities		
• Good IT skills	D	A/I/R
• Proven ability to be an effective team member	E	A/I/R
• Hardworking and reliable with excellent attendance and punctuality	E	A/I/R
• A positive outlook and a flexible 'can do' approach	E	A/I/R
• Able to work on own initiative but also as a co-operative part of a team and to build and maintain positive relationships with a wide range of staff	E	A/I/R
• Well-organised and methodical with excellent attention to detail	E	A/I/T
• Able to work under pressure	E	A/I/T
• Resilient and persistent when problem solving	E	A/I/R
Other		
• Committed to maintaining confidentiality at all times	E	A/I
• Committed to student welfare and the safeguarding principles of the school	E	A/I
• Committed to the principles and practice of equal opportunities	E	A/I
Specific		
• Able to work flexible hours as work flow demands	E	A/I

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How to Apply

Applications for this role are via the school website and TES online.

The closing date for applications is 31st August 2025 and interviews will be held on w/c 8th September 2025.

Safeguarding

INOVA Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all of our recruitment and selection practices reflect this commitment. All candidates will be subject to the following employment checks:

Shortlisted Candidates:

- References will be requested before interview
- A Criminal Convictions Disclosure Form will be requested at interview
- Evidence of right to work in the UK will be requested at interview
- Qualification certificates will be requested at interview
- Disclosures concerning child protection investigations, relationships with pupils, employees, governors or trustees, prohibition orders and section 128 directions (where applicable) will be requested at interview
- We may conduct online searches for shortlisted candidates prior to making our final decision. If any information obtained from the online searches raises concerns around someone's suitability for the role, or to working with children, then this may be raised with the candidate at interview and/or we may take advice from the local authority children's service.

Successful Candidates:

- Successful candidates will be required to undertake a DBS Enhanced Disclosure (with barred list) check
- Successful candidates will be required to complete a Childcare Disqualification under the Childcare Act 2006 Declaration (for applicable posts)
- Pre-employment medical screening.

Please Note: Canvassing of any employee, Trustee or member of the Local Governing Board, directly or indirectly, and your application will be disqualified.

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Policies: Our approach to safeguarding and school safeguarding policies can be found on the Trust website:
https://www.taptontrust.org.uk/page/?title=Safeguarding&pid=69

Equality and Diversity

We are committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair and that applicants are not discriminated against on the grounds of race, nationality, gender religion, age, disability, marital status or sexual orientation.

Data Protection

As part of the recruitment process, we need to collect your personal data. For more information about what we do with your personal data, please see our Recruitment Privacy Notice on the policies page of our website.