



Meole Brace School

Achievement · Respect · Community

Applicant Information

Admin Assistant—Reprographics

From: As soon as possible



Meole Brace School

Achievement · Respect · Community

September 2023

Dear Colleague

Thank you for taking the time to consider applying for the post of Admin Assistant—Reprographics.

At Meole Brace School we pride ourselves on our reputation as a successful and vibrant school with high expectations and welcome applications from individuals who share our ethos.

We are seeking to appoint a dedicated professional who is reliable, hardworking and is able to work effectively in a team. The role will require the postholder to be flexible, work using their initiative, have good communication skills and be well organised.

If you are interested in applying for the post, and want to join a school that always seeks to improve, through a mixture of hard work, ideas and commitment, then please complete the application form and return for the attention of Mrs Julie Richards, Meole Brace School, Longden Road, Shrewsbury, SY3 9DW or via email to recruitment@meole.co.uk by Friday 22nd September 2023 @12pm.

Yours sincerely,

Mr Alan Doust
Headteacher



Headteacher Alan Doust
Meole Brace School 01743 235961
Longden Road admin@meole.co.uk
Shrewsbury SY3 9DW www.meolebrace.com





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About Meole Brace School

Meole Brace School is a caring and cheerful community committed to developing academic, personal and social skills of all our students to the highest standards. We are an 11-16 Academy, with approximately 1300 students on roll. Our principal aim is to enable them all to lead happy and successful lives, in school and beyond. Through our core values of 'Achievement, Respect and Community', we encourage all our students to be self confident, to enjoy learning and to achieve their full potential. Excellent teaching and learning is at the heart of everything we do, but we also believe that all young people can thrive if they feel valued, feel safe and are suitably challenged. We are proud of our reputation as a successful and vibrant school with high expectations. We are all committed to providing a stimulating and high quality learning experience for all.

In May 2022 our Trust merged with Trust-Ed to form Trust-Ed CSAT Alliance. We foresee this to be a highly exciting phase for us as it will provide further opportunities to share best practice and work collaboratively.

Meole Brace aspires to the highest possible standards, is constantly developing and promotes innovation. Staff enjoy a strong sense of team spirit and well being and are fully supported by the dedicated leadership team. We operate on an ethos of mutual respect and kindness.

"I've been incredibly impressed with the school since our son started. The values upheld by our family are upheld at school. You've helped him become the young man we want him to be"

Parent Survey

We are very proud of our school and hope that you will want to join our hard working and committed team of staff.





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Advertisement – Admin Assistant—Regraphics

Grade and SCP: Grade 5, SCP 6-7

£17,616 to £17,938 Pay Award pending

(£11.39 to £11.59 per hour)

35 Hrs per week

Term Time Only + 3 PD days—Permanent

Required As soon as possible

At Meole Brace School we pride ourselves on our reputation as a successful and vibrant school with high expectations, and we welcome applications from individuals who share our ethos.

We are seeking to appoint an enthusiastic, hard working and reliable professional to join our friendly, committed team. You must be reliable, hard working, be able to use your initiative, have good communication and organisational skills.

Visits to the school are welcomed; please contact Mrs Julie Richards, on 01743 235961, to arrange a visit.

Further information about the school and an application pack visit our website: www.meolebrace.com.

Completed application forms should be emailed to recruitment@meole.co.uk.

Closing date: Friday 22nd September 2023 at 12.00pm

Interview date: Monday 25th September 2023

Meole Brace is committed to equal opportunities, safeguarding and promoting the welfare of children and young people. We expect all employees to share this commitment. All appointments will be subject to a satisfactory Disclosure and Barring Service (DBS) check.

Headteacher Alan Doust

Meole Brace School

Longden Road

Shrewsbury SY3 9DW

01743 235961

admin@meole.co.uk

www.meolebrace.com



Job Description – Admin Assistant (Reprographics)

Meole Brace School

Reporting to: Operations Manager

Term time only + 3 Days

Grade and SCP: Grade 5, scp 6-7

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All posts are subject to the Asylum and Immigration requirements.

Purpose of Post

- ◆ Under the direction of the Operations Manager: provide a reprographics service to students and staff ensuring this fully supports the curriculum

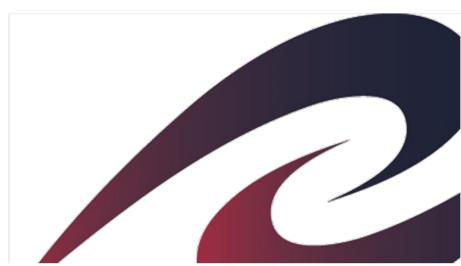
Principal Duties and Responsibilities

Organisation

- ◆ Create and maintain a purposeful, orderly and productive working environment.
- ◆ Timely and accurate production of documents, copies and handbooks as required by teaching and admin staff.
- ◆ Maintain a stock of different sized and coloured paper to meet the requirements of the school and any other stock relating to the reprographics department.
- ◆ Ensure all copiers are working at all times by arranging repairs when necessary.
- ◆ Provide Admin cover in the absence of the Cover Supervisor.
- ◆ Take meter readings and submit to the copier hire companies.
- ◆ Produce a monthly report of departmental copier usage.
- ◆ General administration related to Reprographics including collating and editing and The Pulse (school newsletter).
- ◆ Assist the Headteacher with awards and praise system.
- ◆ Provide first aid support including covering lunch breaks and absences.

Administrative

- ◆ Provide general clerical/administrative support e.g. photocopying, filing, completing standard forms, responding to routine correspondence.
- ◆ Maintain manual and computerised records/management information systems.
- ◆ Produce lists/information/data as required.
- ◆ Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet).
- ◆ Operate the laminator.
- ◆ Attend and participate in relevant meetings as required.
- ◆ Participate in necessary training, other learning activities and performance development.
- ◆ Assist colleagues as part of the administration team including covering for absence.





Job Description – Admin Assistant—Reprographics

2. Other Responsibilities

- ◆ Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- ◆ Be aware of and support difference and ensure equal opportunities for all.
- ◆ Contribute to the overall ethos/work/aims of the school.
- ◆ Appreciate and support the role of other professionals.
- ◆ Attend and participate in relevant meetings as required.

3. Safeguarding

- ◆ Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures

4. Data Protection and other statutory responsibilities

- ◆ Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures

5. Other Duties

- ◆ Any other duties that the Headteacher feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. Staff are required to comply with the Staff Code of Conduct.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any member of staff who develops a disabling condition. This job description is current in May 2022, but, in consultation with you, may be changed by the Headteacher to reflect the changing needs/policies of the school in line with the School Improvement Plan.





Person Specification – Admin Assistant—Reprographics

	Essential	Desirable
Qualifications	Good standard level of education 5 GCSE's or equivalent, including English and Maths (or relevant subject qualification) First Aid qualification (or be willing to undertake one)	
Work or relevant experience	General technical/resource support Keyboard/computer skills	Experience of working in an educational setting or other relevant environment
Knowledge and understanding	Good numeracy and literacy skills	Knowledge of a particular subject/technical area
Skills and Abilities (relevant to post)	Good ICT skills	Use of relevant equipment/resources
Personal Qualities	Good communication skills Ability to relate well to children and adults Ability to work well as part of a team Flexibility and reliability	

