



**JOSEPH  
CHAMBERLAIN**  
SIXTH FORM COLLEGE

**Ofsted**  
Outstanding  
Provider

**APPLICATION PACK**

**REPROGRAPHICS ASSISTANT**

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# INTRODUCTION FROM THE PRINCIPAL

Dear Colleague,

Thank you for your interest in the position of Reprographics Assistant at Joseph Chamberlain Sixth Form College. This is an excellent opportunity for a remarkable candidate to work in a large, inclusive and highly successful Sixth Form College near central Birmingham. I am always really proud and excited to be leading our exceptional college, where the staff and students are an absolute pleasure to work with.

Our 16-18 year old students come from diverse backgrounds and, being placed in one of the more deprived areas of the country, presents us with some challenges. However, what makes Joseph Chamberlain College so special, and such an energising place to work at, are the rewards that come from seeing those same students achieve phenomenal success and develop as confident, aspirational young adults who enter Higher Education at the end of two years with us. We take great pleasure in knowing that we make a really positive difference to the lives of hundreds of young people each year, setting them off on the right path to secure excellent careers in the future. In addition, our separate Adult Learning Centre provides an outstanding curriculum at all levels to our local community, with a particular focus on improving the English and maths skills for students whose first language is not English.

Since I joined the College, I have watched it grow from strength to strength. Our achievement rates are extremely high and the progress our students make places us in the top 25% of all school sixth forms, Sixth Form Colleges and FE Colleges in the country. We are the highest performing Sixth Form College in the Midlands and, in our most recent Ofsted inspection, we were awarded their highest grade of 'outstanding' in all categories. This is, I believe, because our teachers are some of the best in the country and they are relentless in their dedication to our students. Our teachers are also ably supported by fantastic support service teams, who are equally dedicated and committed to the ensuring the success of the students we work with.

I want to continue to appoint positive like-minded individuals, who share a passion for working with young people to transform their lives for the better, who will work with drive and determination to help them achieve and who will care a great deal about their development and well-being. In return, whatever your experience, I will ensure that you are fully recognised and appreciated for this hard-work and benefit from extensive professional development, great career opportunities, first-class facilities and positive support from exceptional colleagues and leaders who care about those they work with.

Finally, I would like to say that I do appreciate your investment of time in exploring the College and, hopefully, submitting an application for this role. If you have any questions at all, please do contact us and we will be more than happy to help.

Whatever the outcome, I wish you the very best in the future.

**Tony Day – Principal**

# ABOUT JOSEPH CHAMBERLAIN COLLEGE

## Background and Context

Joseph Chamberlain College is a hugely popular and highly successful Sixth Form College that was established in 1983 and now offers a wide range of academic courses at all levels to around 2600 school leavers and approximately 700 adults on a separate site.

Our curriculum offer and entry criteria are highly inclusive, offering clear progression routes to success for all students, regardless of their starting points and backgrounds. Approximately 80% of our work is with 16-18 year olds at Level 3, who study AS/A Levels or Level 3 BTEC Extended Diplomas. At Level 2, we offer BTECs and GCSE programmes to 16-18 year olds; at Entry Level and Level 1, we have an extensive ESOL provision. In addition, our separate Adult Learning Directorate offers classes in ESOL, Literacy, Numeracy and Access to HE in a range of community venues. We also offer Teacher Training in partnership with Birmingham City University. Our wider curriculum is also rich and varied allowing students to benefit from a great deal of choice in sports, additional languages, performing arts, citizenship, and various other student-led clubs/societies.

In 2022, students at Joseph Chamberlain College achieved outstanding exam results, placing us in the top 25% of all schools and colleges nationally for the ninth consecutive year. In our most recent inspection in 2017 we were graded as 'outstanding' in all categories and we continue to provide a broad, inclusive and high quality education to all of our students that results in an exceptionally high levels of progression to Higher Education. We were featured in the 2019 Parliamentary Review for a second time for best practice in further education and we have been awarded the Teachers' Development Trust (TDT) Silver award for our comprehensive package of innovative and high impact professional development. As part of a local Teaching Alliance, we support all newly qualified teachers, from both secondary and post-16 backgrounds, to complete their ECT year and achieve either QTS or QTLS.

The College is situated within easy reach of Birmingham city centre in a state of the art building with superbly equipped classrooms and outstanding facilities.

We are an ambitious institution, with a clear strategy to keep being highly successful for our students. Staff, students and visitors often comment on the warm and welcoming atmosphere at the College and the strong sense of community that permeates the organisation.



## Our Purpose – What we are here to do

To provide an exceptional educational experience that results in significantly improved futures for all of our students.

## Our Vision

Joseph Chamberlain College will be the first choice for school leavers in Birmingham because it will be recognised for excellence in academic achievement, exceptionally high standards of teaching and its capacity to raise the aspirations and ambitions of all of its staff and students so that they can enjoy rewarding and successful futures.

## Our Core Values

Central to all that we do, are our core values. As a team of staff, students and governors, we believe in:

- **Excellence and Ambition**

At Joseph Chamberlain Sixth Form College, we are dedicated to providing an outstanding learning experience to all students. As a result, we have high ambitions and expectations of everyone and always strive for excellence. We demonstrate a 'can do' attitude and embrace the need for continuous improvement and positive change.

- **Cooperation and Communication**

Here, we believe in working together as a team, for the benefit of the College. Learning from our own and each other's mistakes and successes, we encourage everyone to take responsibility for their actions. We are open and honest with each other, and have built effective professional relations with each other through mutual trust and transparent communication.

- **Equality and Recognition**

Throughout the College, diversity and inclusivity underpin everything we do, and we will always treat everyone with respect and fairness. We value and recognise the contribution to that every individual makes to the lives of students and are loyal to and proud of our College and our students.

## Our Eight Strategic Priorities

Our strategic priorities and associated objectives, seek to realise to realise the mission statement, thereby ensuring that all Joseph Chamberlain College students experience an education of the highest quality and, as a result, have considerably improved future prospects. Our eight strategic priorities are:

### 1. The Sixth Form College for the City of Birmingham

As the largest provider of academic provision in the city, we will retain our highly successful distinct Sixth Form College identity and ethos, being recognised as an excellent choice for all school leavers who wish to progress to Higher Education in the future.

### 2. An Unwavering Focus on Academic Success

We will prioritise securing high levels of academic success for all students so that they have significantly greater choices in the next stage of their education and in later life, regardless of prior experience or attainment.

### 3. Excellence in Teaching, Learning and Assessment

We will ensure that learning, teaching and assessment are consistently excellent across all areas of the College, providing students with challenging, stimulating and inspirational lessons that secure their rapid progress.

### 4. Powerful Support and Life-Changing Opportunities for Students

We will support our students with compassion, and enhance their lives by ensuring that the student experience develops in them the qualities and skills to embrace future challenges, achieving their full potential along the way.



**5. A Positive Focus on Our People**

We will establish a talented, hard-working and successful staff body who feel stimulated by their job, happy in the workplace and proud to be part of Joseph Chamberlain College.

**6. A Community Learning Provision that Transforms the Lives of Local Adults**

We will serve local adult learners by providing them with a range of high-quality community-based courses that develop their skills and confidence to help them unlock their true potential for the future.

**7. Highly Effective Management of Finance and Business Operations**

We will lead the business of the College with great efficiency so that our finances remain extremely healthy for the future and the operations of our support services align closely with our mission and purpose.

**8. An Exceptional College Estate with First-Class Facilities for Students and Staff.**

We will invest significantly in the development of the College estate so that all students and staff have access to exceptional accommodation, facilities and resources during their time with us.



# JOB DESCRIPTION



## **Job Description: Reprographics Assistant**

### **Location of the post within the College structure**

The post holder will be a member of the Reprographics Team.

### **Accountability**

The post holder will be accountable to the Reprographics Manager.

### **Duties and responsibilities:**

In the first instance, the duties and responsibilities are listed below. Going forward, as the needs of the college change, the duties and responsibilities within this role may also be subject to further change.

- To assist the Reprographics Manager in the day-to-day running of the reprographics and communication service.
- To assist in the creation and production of a variety of resources as required by staff.
- To print, scan, photocopy and laminate as required by staff.
- To maintain all reprographics machinery in a clean and workable condition, undertaking routine maintenance, dealing with minor problems, logging maintenance calls and ordering replacement toners in accordance with the manufacturer's instructions.
- To provide an excellent photocopying and scanning service for the College.
- To maintain an inventory and management of materials to ensure adequate stock levels are available.
- To provide information and advice to pupils and staff on the use of resources.

# PERSON SPECIFICATION

The following criteria are used to short-list applicants and to assess candidates. Please show evidence in your application.

	Essential	Desirable	Method of Assessment *				
			A	I	R	C	T
<b>Education, Qualifications and Training</b>							
GCSE's Maths and English (A*-C) or equivalent.	✓		✓			✓	
<b>Experiences and Knowledge</b>							
Experience of delivering to deadlines and achieving set targets to a high standard.	✓		✓	✓	✓		
Experience of allocating and prioritising workload effectively to gain maximum productivity.	✓		✓	✓	✓		
Strong IT Skills including Microsoft PowerPoint, Excel, Word and Outlook.	✓		✓	✓	✓		✓
Prior experience in a similar role.		✓	✓	✓	✓		
Experience of working in a school environment.		✓	✓	✓	✓		
Experience of working with confidential information.		✓	✓	✓	✓		
Awareness of current issues in education.		✓	✓	✓	✓		
Experience of working with Reprographic equipment.		✓	✓	✓	✓		✓
<b>Skills and Qualities</b>							
Excellent planning and organisational skills	✓		✓	✓	✓		✓
Ability to work independently to organise own workload.	✓		✓	✓	✓		✓
Strong interpersonal skills.	✓		✓	✓	✓		✓
Highly motivated individual with an innovative approach.	✓		✓	✓	✓		✓
Problem solving and analytical skills.	✓		✓	✓	✓		✓
Ability to demonstrate engaging oral and written communication.	✓		✓	✓	✓		✓
Ability to make effective decisions.	✓		✓	✓	✓		✓
Ability to work accurately and methodically.	✓		✓	✓	✓		✓
Excellent time management.	✓		✓	✓	✓		✓
Ability to remain calm under pressure.	✓		✓	✓	✓		✓
Flexible attitude.	✓		✓	✓	✓		✓
Good team player.	✓		✓	✓	✓		✓
Willingness to undertake further training	✓		✓	✓	✓		✓
Commitment to safeguarding and promoting the welfare of children.	✓		✓	✓	✓		✓
<b>Other</b>							
Enhanced DBS Clearance	✓	✓	✓		✓		
Ability to meet the requirements of the Asylum and Immigration Act (to be legally work in the UK).	✓		✓			✓	

**Methods of Assessment:** Application Form (A), Interview (I), Tasks (T), Certificates (C), References (R)

# FURTHER PARTICULARS



## **Post Title: Reprographics Assistant**

### **Working Week**

Hours of work will be 36.5 per week over 5 days, during term time, plus an additional 5 days agreed by the line manager. You will very occasionally be required to work outside normal hours and this will be agreed by negotiation. Please be aware that our term dates fall in line with Birmingham City Council term dates, aside from the summer term.

### **Salary**

Salary will be on the Colleges' Support Staff pay point 3, which will be £20,173 FTE, per annum, depending on skills and experience (which will be adjusted for part time term time only working plus 5 additional days). Salaries are paid monthly by bank credit on the 25th of each month.

### **Start Date**

As soon as possible.

### **Holiday Entitlement**

This post is not eligible for annual leave to be taken during the term. All holiday is taken during the College vacations. The post is for term time only plus 5 days. The leave year shall run from September to August each year.

### **Superannuation**

The successful candidate will be eligible to join the Local Government Pension Scheme and you will automatically become a member unless you opt not to join.

### **Staff Benefits**

We offer the following benefits to our staff:

- Extensive professional development opportunities
- Occupational pension scheme (either Teachers' Pension Scheme or Local Government Pension Scheme)
- BHSF – private healthcare insurance plan
- Cycle to work scheme
- Discounted college gym membership
- A clear strategy for the positive well-being of staff
- Excellent support for newly-qualified teachers, both school and college trained

# HOW TO APPLY



- Complete the JCC Staff Application Form. Please state clearly on your application the position you are applying for.
- Provide a supporting statement (in section 8 of the application form) of no more than two sides of A4, in which you demonstrate how your skills, abilities and experience make you a suitable candidate for the role. Please give specific details and examples of how you meet all aspects of the person specification.
- If you are applying for a teaching or curriculum-based role, please complete the examination results form provided (applicants who are still completing their PGCE course need not complete this).
- The completed form should be returned by email to: [HR@jcc.ac.uk](mailto:HR@jcc.ac.uk) or by post to:  
The Director of HR  
Joseph Chamberlain Sixth Form College  
1 Belgrave Road  
Highgate  
Birmingham  
B12 9FF  
Telephone: 0121 446 2200

## Deadline

The deadline for the post(s) is **Monday 17<sup>th</sup> April 2023** (to arrive no later than 12 noon).

## Shortlisting

Unfortunately, we will be unable to respond to candidates who have not been shortlisted. Therefore, if you have not heard from us within 4 weeks of the closing date, please assume your application has been unsuccessful on this occasion.

## Equal Opportunities Policy

Joseph Chamberlain College is committed to equality of opportunity in recruitment and selection. Every care has been taken in the drawing up of this job description and person specification to ensure that the requirements of the post are not discriminatory on any grounds and particularly in relation to any protected characteristics, as defined by the Equality Act 2010. Similar care will be taken during the short-listing and interviewing stages. If candidates are dissatisfied about any part of the process, they should write in the first instance to the Principal of the College setting out the nature of their complaint.

## **Guide to the General Data Protection Regulation (GDPR - 2018)**

Under the General Data Protection Regulation (2018), the College needs to have your consent to collect and process information about you for the proper administration of the selection process and the employment relationship should you be appointed. Please accordingly make sure you sign the declarations at the end of the application form. After an appointment has been made, all the papers of unsuccessful candidates are kept for a period of nine months and are then destroyed. For further information about how the College processes personal data please visit our website.

## **Candidates with a Disability**

The College is a Disability Symbol User. If candidates with a disability need any special arrangements for interview, they should enclose a letter giving details of these, marked for the attention of the Director of Human Resources.

## **Rehabilitation of Offenders Act 1974**

In accordance with the above Act employees with access to children and young people under the age of 18 are not allowed to withhold information regarding criminal convictions no matter when they occurred.

## **Disclosure and Barring Service Check**

The college is committed to safeguarding and promoting the welfare of its students. We will carry out checks on all those who are offered employment with us.

Appointment is subject to you obtaining a satisfactory Enhanced Criminal Records Check through the Disclosure and Barring Service (DBS). The successful candidate will be required to provide relevant evidence to enable a DBS check to be undertaken prior to commencement of employment. The College follows the Code of Practice laid down by the DBS (available from the DBS website). Further details will be given upon appointment.

In the future, you may also be asked to subscribe to the DBS Update Service and to maintain that subscription of an annual basis. There will be a small annual cost to the individual. The College will undertake 'status checks' on DBS Disclosures to assess that the information on the original certificate remains current; membership of the Update Service is therefore mandatory to enable status checks to be completed.

Any offer of employment will be conditional upon DBS clearance and a satisfactory outcome to other safeguarding checks as deemed to be appropriate by the College.

## **The Selection Process**

Short-listing of candidates for interview will be undertaken by the line manager and a member of the senior management team. All candidates invited to interview will be asked, on the day, to complete a practical task. The results of these assessments will be used to decide whether to shortlist you further for interview. The interview panel usually consists of three or four members of senior and middle managers.

During the interview we ask the same main questions to all candidates, as well as any supplementary questions either arising from initial responses or specific to individual applications. At the end of the interview you will be given the opportunity to add anything further in support of your application or ask any questions. The panel will make its decision based on the evidence presented throughout the process and will contact all candidates with an outcome as soon as possible.

