

Applicants Pack



**Reprographics and Display Co-ordinator
Required September 2018
Grade 4 (£12,397 actual salary)
30 hours per week
Term time plus 10 days**

Moor End Academy
Dryclough Road
Crosland Moor
Huddersfield
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Principal: Mr Kash Rafiq

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'A word from the Principal'

Dear Applicant,

Firstly, thank you for showing an interest in applying for a post at Moor End Academy. We hope after reading through the applicants pack that you will decide to apply.

This is a new post and is one that we believe can deliver quality support for our students and families in order to have a positive impact on academic and wider outcomes.

Moor End is an academy converter and converted to an academy as an 'outstanding school' in August 2011. Before this, the academy was a technology college for over ten years, and this grounding in technology still forms a strong part of curriculum and student experience.

Our school improvement journey is always determining new destinations and looking for new horizons. Our students are amazing; they have a thirst for learning, have fantastic relationships with staff and therefore attendance at school is high. We resource our subjects well, both with teachers and associate staff and the learning environment is a key element in student achievement.

We celebrated our 40th anniversary in 2012 and 'Moor Enders' from far and wide made contact and wanted to let us know, how the school and staff had influenced their lives. We really are making a difference.

I am sure you will read our Ofsted report, but for me the paragraph that sums us up is;

'Moor End Academy is outstanding. The very strong promotion of students' spiritual, moral, cultural and social development, ensures that they thrive in the supportive and highly cohesive learning community. High aspirations, outstanding teaching and the rich curriculum results in outstanding achievement for all.'

As a staff, we are highly committed to staff improvement and development, if you choose to apply, you will receive excellent induction to our systems, structures and expectations.

Please enjoy reading further and we look forward to welcoming you to Moor End.

Yours sincerely

Mr Kash Rafiq
Principal

Moor End Academy

Moor End is a converter Academy that opened on 17th August 2011. We converted as an outstanding school. Prior to this we were a community school. Moor End is also recognised as a Teaching School and a National Support school. Our CEO, Jane Acklam is a National Leader of Education. Under these designations we play a leading role in the training and professional development of teachers and contribute towards the raising of standards across the school system through school to school support.

The Academy draws the majority of its admissions from the local area. We are held in high regard locally and regionally. The Academy's mission is for all young people at Moor End to overcome their individual barriers to learning whilst enjoying and achieving highly. Attendance at the Academy is above the national average and attitudes to learning are very positive.

We are an 11-16 mixed comprehensive Academy with over 900 students on roll. Our current capacity is 1000. In 2015, Woodside Pre School opened in the grounds of Moor End Academy. Woodside Pre School serves 2-4 year olds and has a 36 place setting. In January 2016, it was rated as 'Good' by Ofsted, with the inspection report stating 'Children of all abilities make good progress from their different starting points. They are eager to take part and are well prepared for the next steps in their learning.'

Campus development at our Dryclough site continues to be an exciting development, with Beaumont Primary Academy opening its doors for the first time in September 2016. This primary provision can accommodate up to 90 places this year. For more information please see www.beaumontprimary.org.uk

We serve a highly deprived area of Huddersfield. Over 70% of our students come from ethnic minority backgrounds and we usually have around 10% of our cohort who are either new arrivals to the country, asylum seekers/refugees or other foreign nationals. 49.4% of our students have a language that is not English. 38% of our students start education at Moor End Academy as lower attaining students, yet when they leave they, over two thirds make better than national average progress by the time they leave. Eleven years in formal education should not be wasted. The majority of our learners stay in education post 16 at the further education colleges within Huddersfield.

Moor End is an award winning Academy and has continued to be recognised by Ofsted as 'outstanding'. We have good and often invaluable support from parents.

The Academy is an accredited 'Thinking School', the first to be awarded this status in the UK. We have worked closely with the Edward de Bono Foundation UK and Manchester Metropolitan University to become 'An Edward de Bono Foundation UK Centre of Serious Creativity and Constructive Thinking'. Our vision is to become a world class centre of excellence for teaching and learning by 2015. Ofsted quote 'The teaching of thinking skills have a distinctive contribution to the quality of learning'

At Moor End we have the secondary resourced provision for students with visual impairment, with a capacity for 12 students. We have Educational Teaching Assistants in all faculties who support teaching and learning in its widest sense and Faculty Clerical Officers in all faculty areas too.

Moor End Academy was designated as a National Teaching School in April 2013. It works with over 60 Secondary, Primary and Special schools. The teaching school offers training, support and a range of opportunities for staff throughout their career, from initial training through to leadership roles. The alliance has over 40 SLE's – Specialist Leaders of Education and is the lead school for newly qualified teacher induction of which over 50 are registered with us for 2016/17. See www.penninealliance.org for more information.

South Pennine Academies



South Pennine Academies Trust has grown from strength to strength with eight primary and secondary schools that have shared vision of:

- *Strong and effective leadership*
- *High performing staff*
- *Successful students*
- *Engaged community*

South Pennine Academies believe in school improvement through a partnership model; this brings expertise and capacity to the school improvement agenda. Whilst Moor End Academy retains its own characteristics and ethos, it benefits immensely from school partnership working. The shared working provides exceptional cross phase, subject to subject and leadership development opportunities to staff across the trust. You can expect the highest quality professional development at not only Moor End Academy, but also trust wide.

For more information visit <http://www.southpennineacademies.org/>

Dryclough Campus

Campus development at our Dryclough site continues to be an exciting development, with Moor End Academy just one part of a vibrant campus, which includes;

Woodside Pre School - this serves 2–4 year olds and is a 36 place setting. In January 2016, it was rated as 'Good' by Ofsted. For more information please see <http://woodsideps.org.uk/>

Beaumont Primary Academy - the country's first Presumption Free School, opened its doors for the first time in September 2016. This primary provision currently accommodates up to 90 places this year. A new state of the art school building will open its doors in September 2018 with a capacity eventually for up to 630 children. For more information please see www.beaumontprimary.org.uk

Huddersfield Horizon School Centred Initial Teacher Training (SCITT) - "Huddersfield Horizon" teacher training base is situated on the Dryclough campus. For more information please see <https://huddersfieldhorizon.com/>

Why join the Business Support Team at Moor End Academy?

The Business Support Team at Moor End is a crucial part of The Academy. Within the team we have individuals with varied skill sets and experience to ensure the huge variety of tasks required to support our teaching staff are carried out effectively and efficiently.

We expect the highest standards of achievement, behaviour, attendance, punctuality and appearance from our students. We believe that our academy provides the ideal environment for our students to reach their potential in all subject areas. This ideal environment is only possible when all staff, both teaching and support staff work closely together to ensure the academy aims are at the forefront of everything we do.

The Business Support staff pride themselves on the work they carry out and understand how everything they do contributes to students achieving their potential. Our Data Manager is responsible for collecting, analysing and distributing student data to curriculum areas and parents, ensuring the data is accurate and on time. Our Exams Manager co-ordinates our exam seasons, organising invigilators and other staff to ensure our students have the best possible chances of success when exam days come round. The main office is an exciting hive of activity every day. The staff within the team manage the attendance of our students, organise cover for absent teachers, manage a busy main reception, as well as a student reception and carry out crucial clerical work for our teaching staff. We have an efficient reprographics department, a minibus driver and an excellent finance department. Each and every role is essential in supporting our teaching staff and ensuring they are able to concentrate on the most important job of all – teaching our students!

We are currently seeking an individual to join this exciting team. As a Reprographics Officer you will provide Reprographics support to the academy. This role will suit a highly organised individual with excellent attention to detail.



Local Information

Huddersfield is a large market town in the Metropolitan Borough of Kirklees, in West Yorkshire, England, halfway between Leeds and Manchester. It lies 190 miles north (310 km) of London, and 10.3 miles (16.6 km) south of Bradford, the nearest city.

Moor End Academy is easily reached from Barnsley (18 miles), Penistone (13 miles), Holmfirth (6 miles), Wakefield (15 Miles), Bradford (15 miles), Oldham (17 Miles), Rochdale (22 miles), Hebden Bridge (16 miles), Halifax (10 miles), and Leeds (20 miles). Moor End is just a few miles south of the town centre.



Huddersfield is near the confluence of the River Colne and the River Holme. Located within the historic county boundaries of the West Riding of Yorkshire, according to the 2001 Census it was the 10th largest town in the UK and with a total resident population of 146,234. The town is known for its role in the Industrial Revolution, for being the birthplace of rugby league and birthplace of the British Prime Minister, Harold Wilson.



Within our own catchment is the breathtaking, Beaumont Park that was bequeathed to the town in the 1880s, by the Henry Ralph Beaumont ('Beaumont's of Whitley' estate) and was opened on 13 October 1883, by Prince Leopold, fourth son of Queen Victoria, and his wife Princess Helena of Waldeck and Pymont (The Duke and Duchess of Albany). It is a fine example of a Victorian era public park with water cascades, bandstand and woodland. The academy has a working relationship with the Friends of Beaumont Park.



Huddersfield is a town known for sport, home to the rugby league team, Huddersfield Giants, founded in 1895, who play in the European Super League and Football League Championship football team Huddersfield Town F.C., founded in 1908. Many of the staff are keen supporters. The town is also well known for excellent cycling facilities around the local area and many cycle lanes. Tour de France 2014 came to Huddersfield during the second stage, which was 125 miles long, including perhaps the most famous climb in British cycling - up Holme Moss, near Huddersfield. It also passed through Holmfirth, famous as the location of the long-running BBC comedy Last of the Summer Wine. The town is home to the University of Huddersfield and the sixth form colleges Greenhead College, Kirklees College and Huddersfield New College Huddersfield is a town of Victorian architecture and beauty. Huddersfield railway station is a Grade I listed building described by John Betjeman as 'the most splendid station facade in England' second only to St Pancras, London. The station is less than 2 miles from the academy.

Local Estate Agents

There are many estate agents and letting agents in Huddersfield, a simple Google search will easily give you an idea of rental or property prices in the area.

Banks

Many of the national banks and building societies have branches not only in the town centre but also in many of the outlying village areas. And.... Finally shopping! The town hosts a range of shopping experiences from a haven for independent shopping, Byram Arcade which is the town's oldest Victorian arcade and a great place to visit. It is spread over three floors, in the heart of the town centre and home to specialist shops selling fashion, vintage, arts, crafts, and gifts, plus several cafés. To, the Kingsgate Centre, undercover shopping with all the expected high street brands. The full range of supermarkets and a market are also available in the town.

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 **Reprographics and Display Co-ordinator** at Moor End Academy then you should;

- Follow the link to complete the online application form.
- 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 specification and the unique contribution that you could make to the future success of Moor End.
- Submit your application by **9am Monday 9th July 2018**. *Late applications will not be considered.*

Time table for the selection process

- Closing date for applications: **9am Monday 9th July 2018**
- References requested: **week commencing 9th July 2018**
- Interview Date: **TBC**

Please note: Visiting the Academy

To ensure a fair process we will not be offering tours or visits to the academy prior to short listing. The opportunity to tour the academy etc will form part of the interview process.

If you have not been contacted within the timescales outlined above, we regret that you will not have been offered an interview on this occasion and feedback from paper applications is not provided.

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

Joining Moor End Academy

- Moor End Academy is committed to developing all staff within their roles and creating opportunities for further career progression.
- **Pension** – Every employee of Moor End Academy has access to the Teachers' Pension Scheme or West Yorkshire Pension Fund.
- **SAS** - The Academy uses School Advisory Service as our cover insurer and included in this is a number of wellbeing benefits for all members of staff. These benefits include a stress counselling service, physiotherapy service, cancer support service and a 24 hour GP Helpline.
- **Wellbeing Benefits** including annual flu vaccinations, fresh fruit for staff, staff exercise classes and much more!
- **Child Care Vouchers** by Kiddicare – Child care vouchers work through a salary sacrifice and they are taken from your salary each month before your usual Tax and NI contributions.



EMPLOYEE SPECIFICATION

SERVICE AREA: Business Support

SECTION: Moor End Academy

POST TITLE: Reprographics and Display Co-ordinator

SCALE: 4

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1	Previous experience of administrative work including a reprographics service	Application Form / Selection Process	E
		1.2	Experience of desktop publishing.	Application Form / Selection Process	D
		1.3	Experience in First Aid	Application Form / Selection Process	D
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1	Numeracy and literacy skills in order to produce basic reports and perform simple calculations.	Application Form / Selection Process	E
		2.2	RSA 2 or equivalent qualification in word-processing/desktop publishing or able to demonstrate ability to work to that level.	Application Form / Selection Process / Certificate	D
3.	GENERAL AND SPECIAL KNOWLEDGE	3.1	Understanding and commitment to the Academy's Equal Opportunities Policy and how it relates to the duties of this post.	Selection Process	E

4.	SKILLS AND ABILITIES	4.1	Computer literacy skills: use of e-mail, internet.	Selection Process	E
		4.2	Ability to communicate effectively with a range of people both verbally and in writing.	Selection Process	E
		4.3	Ability to work effectively as both part of a team and as an individual.	Selection Process	E
		4.4	Ability to work effectively and respond positively to the demands of a heavy workload.	Application Form / Selection Process	E
		4.5	Ability to work to strict deadlines whilst maintaining accuracy.	Application Form/ Selection Process	E
5.	ANY ADDITIONAL FACTORS	5.1	Commitment to undertake continued training and development.	Selection Process	E

	E = Essential D = Desirable				
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JOB TITLE:	Reprographics and Display co-ordinator
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GRADE: 4

ACCOUNTABLE TO:	Office Manager
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HOURS:	30 hours per week , term time plus 10 days
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Purpose of Job:

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.

Responsible for:

- Reprographic and Display Related Work
- General

Main duties

- To operate photocopying equipment, producing, collating and distributing finished work as required.
- To assist in the production of materials for school eg, forms, programmes, posters, signs, brochures and certificates.
- Maintain records on photocopying as required by the unit, departments and the school.
- Liaise with relevant companies regarding the supply of materials. Order and maintain accurate records.
- Maintain records either by computer or manual systems.
- Be aware of current copyright legislation relating to photocopying and reprographics and maintain relevant records as required.
- To recast television and radio programmes as required by teaching staff.
- Organise systems as necessary and manage the borrowing and distribution of equipment eg, televisions, videos, cameras.
- 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.
- Collate statistics in the usage of stock and equipment as required.
- 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.
- To arrange and maintain displays of pupils work and other items of interest, in the classrooms and around the school.
- As required train staff in the use of photocopier and other equipment.
- Ensure the photocopy and reprographics areas are kept tidy and safe.
- Collate statistics in the usage of stock and equipment as required.

- 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.
- As required train staff in the use of photocopier and other equipment.
- Create and maintain staff photocopying accounts and set limits according to faculty budgets
- Produce monthly printouts and records for the Finance department
- Ensure the photocopier counters are reset after the monthly readings have been taken
- 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

Generic Support Staff Requirements

- Uphold the professional standards expected of every member of Academy staff in all dealings with colleagues, students, parents / carers and the wider community.
- Adhere to the principles expressed in the aims of the Academy.
- Actively contribute to the continued development of the Academy by attending training, participating in relevant meetings, and putting forward ideas for improvement.
- Be a positive, collaborative team member.
- Apply Academy policies in all aspects of the role.
- Keep up to date with all aspects of the safeguarding children policy as it applies to the post.

Line Manager signature _____ date _____

Post-Holder signature _____ date _____