



## **Central Resources Administrator Recruitment Pack**

Actual salary: ME5 P5-6  
£22,123 - £22,487  
(full-time equivalent: £24,804 -  
£25,212)

35 hours per week, 40 weeks per  
year

Application Deadline:  
8th October 2023  
Interviews:  
12th October 2023

**We reserve the right to interview as  
applications are received**

*Educating Successful Women  
of the Future*





# Welcome

**Ricards Lodge** is a successful, vibrant and innovative school with a tradition of academic excellence, catering for girls between the ages of 11-16, with a co-educational Sixth Form. We have a joint Sixth Form, RR6, with a range of academic and applied courses on offer, set in a stand alone Sixth Form block. This provision runs jointly with Rutlish School. We have high expectations of our students, valuing and respecting the unique qualities each brings. We provide a dynamic and stimulating environment in which they learn and develop as individuals.

Our staff are committed to delivering a high quality educational experience, emphasising academic excellence supported by personal growth and development.

We are privileged to be such a diverse school and we are proud of the harmony that exists between us all. We believe that our curriculum and extra-curricular activities give

us the opportunity to prepare our students to take their place in the changing global society.

We have forged good links with the wider community in which we work and are always looking for opportunities for our students to benefit from these links. We work in partnership with other high achieving and some independent local schools so we can pool and develop our knowledge and expertise to provide opportunity and enrichment.

## Our School Values

We Aspire

We are Resilient

We have Compassion

We champion Equality

We work Together



## Our Aims

- To ensure that all our students are able to take full and equal places as women, who take opportunities and assume responsibility in a changing global society.
- To provide a stimulating secure and purposeful environment in which each student is motivated to strive for excellence in both academic achievement and personal growth.
- To deliver to all our students a broad, balanced and flexible curriculum irrespective of ethnicity, class or ability.
- To work together in an effective partnership with parents, governors and the wider community.

# Job Description

**Post Title:** Central Resources Administrator

**Grade:** ME5 5 Actual salary: £22,123 - £22,487  
(full-time equivalent: £24,804 - £25,212)

35 hours per week, 40 weeks per year

**Daily Hours:** 8.00am - 3.30pm (includes 30 minute unpaid break)

## **Job Purpose:**

This role will support the subject teams in preparing resources for their teaching groups, and will support Heads of Subject in administrative tasks for their areas.

This is not an exhaustive list of duties that are required throughout the year, seasonal and specific tasks will be allocated and agreed on a weekly basis.

## **Main Duties include but are not limited to:**

- Responsible for the management of all photocopiers and machine services located throughout the school, ensuring that they are in full working order, serviced regularly and fully stocked.
- Liaising with the reprographics company to report issues or faults and ensure sufficient levels of toner are available.
- Managing engineers when they are on site.
- Providing bulk photocopying and specialist printing for staff as required.
- Providing support in the preparation of teaching materials for lessons including photocopying, creating booklets, posters, flash cards, displays etc as requested.



- Administering the system for staff requests to ensure communication is clear and staff resources materials are produced on time.
- Ordering stock and stock management, tracking and recording.
- Administering the budget and costs centres associated with the role.
- Assisting with classroom and corridor displays.
- Supporting Heads of Department and teaching staff with administrative tasks.
- Maintaining a well resourced and tidy reprographics room so that teachers can use the space for creating their own resources.
- Planning waste reduction and recycling actions relating to photocopying.
- Attending all directed training and following school policies.
- Assisting in any administration tasks as directed by the Headteacher.
- Undertaking student supervision duties as directed by the Headteacher.
- Deputising for support staff when necessary.

# Job Description

## Person Specification:

### Essential

- ICT literate.
- Reliable and conscientious with a 'can do' attitude.
- Ability to work under pressure, to prioritise tasks and manage time effectively to meet deadlines.
- Strong team player.
- Ability to work independently and make decisions, when necessary.
- Ability to manage confidential matters professionally and with discretion.
- Some experience of, or willingness to learn, problem solving mechanical faults.
- Ability to develop and maintain good relationships with students and staff, and to work proactively as a team member.
- Have a commitment to own personal and continuing professional development.

### Desirable

- Experience of working in a school or educational environment.
- Design skills.
- Experience of Google platforms.
- Experience of working in a print room.
- Experience of customer service.
- First Aid qualification (or willingness to undertake training).

*This job description is not exhaustive and the post holder will be expected to undertake any other duties as reasonably requested by the Headteacher or as deputised.*



# Working at Ricards

Ricards Lodge offers all new staff;

- Strong programme of in-service training for all staff including all leaders through the Apprenticeship Levy and the NPQ suite of courses.
- The staff are very supportive towards each other with a great camaraderie existing throughout the school with a number of social events that are open to all and well attended.
- When you come and work at Ricards Lodge High School and RR6 you will be able to benefit from a structured and comprehensive professional development programme. As a valued member of staff we want to ensure that you have access to all the benefits available to you.



# As a Merton Employee

## Benefits include the following:

- Well being weeks including staff breakfast and social events
- Social staff area and work area for staff
- Access to Merton's Employee Assistance Programme including new wellbeing app with instant access to free support for up to six weeks
- Collaborative approach to teaching and learning
- Merton Employee VDU users – possible to claim a fee towards glasses/eye test
- Annual season ticket travel loans are available
- Parking on site

## Google for Education

All successful candidates will be able to complete Google Fundamentals prior to starting work. All staff work towards completing Google level 1 qualification.

## Childcare

The London Borough of Merton's Children's Information Service offers a comprehensive service to help meet your childcare needs. The service can be contacted on 020 8545 3800, or send an email to [cis@merton.gov.uk](mailto:cis@merton.gov.uk). They can provide information on childminders, playgroups, and nurseries and out of school schemes.

If you need any support with accessing the Tax-Free Childcare Scheme administered via HMRC, we can assist.



# Working in Wimbledon

Wimbledon is situated in the London Borough of Merton which was formed in 1965 when the areas of Mitcham, Merton, Morden and Wimbledon were joined together to create this attractive green borough nestling on the border of central London and leafy Surrey. Historically, evidence of Celtic settlers has been found in the borough. Caesar's camp, a fortified village on Wimbledon common was in fact occupied 500 years before Julius Caesar was born. Today, after the creation of the new borough provided the impetus for more growth, five town centres have emerged – Colliers Wood, Mitcham, Morden, Raynes Park and Wimbledon. They are all primarily residential areas each with their own commercial and shopping centres.

Wimbledon is exceptionally well served by road, bus and rail links. The main road artery is the A219 which runs off the A3. The road network offers fast access to the M23, and M25 and thus to Channel Tunnel links, major airports and the south coast. The main railway station is Wimbledon which is also a terminus for the District Line of the London Underground network. Frequent trains run to Waterloo Station, (journey time 15 minutes) which is very near to central London. The Tramlink service connects Wimbledon, Merton and Croydon, and there is an extensive bus network. Close by are many attractions such as Hampton Court Palace, Epsom Downs and Racecourse and Box Hill.

Sports lovers are well served in the borough. There are 31 football pitches, 42 tennis courts, 8 bowling greens, 2 crazy golf, 1 croquet lawn, 15 cricket pitches (including one of the world's oldest cricket greens at Mitcham), 7 rugby pitches and 3 trimtrails.



There are 13 multisport areas and also a watersport centre, which has a Royal Yachting Association centre and a British Canoe Union approved centre. There is a local community football programme, which is a partnership between the council, AFC Wimbledon and Tooting and Mitcham FC, as well as a Little League. Wimbledon Leisure Centre, one of three within the borough, has a fitness centre, dance studio as well as a 30m main pool and teaching pool.

Venues in Merton present entertainment across the board. The New Wimbledon Theatre is one of south west London's biggest and most prestigious, frequently hosting performances straight from the West End. The famous Polka Children's Theatre is also in the borough together with the All England Tennis Club. Cannizaro Park has a Grade II listed landscape: the Italian garden is used for art events and there is an outdoor theatre season. The Cannizaro Park Festival is one of London's major summer events and has performances of jazz, pop, tribute bands, comedy and many more.



Merton has abundant green spaces and 13 local nature reserves. Wimbledon Common, together with Putney Heath and Common, is a 1140 acre site, 900 acres of which are a Site of Special Scientific Interest (SSSI). It has woodland, heathland and nine ponds and provides great opportunities for relaxed walks. For the green fingered there are also allotments that can be hired.

Merton Abbey Mills is a famous weekend market with 15 independent shops and over 100 market stalls. There is a riverside pub, children's theatre and working watermill so it makes the perfect place for a family day out. There is also a craft village, antique and collectors market and a toy collector's fair. Deen City Farm, an urban community farm, is another ideal place for family outings. The council also organise a wide range of summer and Easter activities for 3-16 year olds. Wimbledon and the surrounding area is dotted with numerous pubs, bars and restaurants catering for all tastes and purses.

For further information on what the London Borough of Merton can offer, visit [www.merton.gov.uk](http://www.merton.gov.uk)



To discuss this role in more detail or arrange a tour of the school please contact

[HR@ricardslodge.org](mailto:HR@ricardslodge.org) for further information.



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Platinum Award  
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Headteacher: Mrs K Page

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