



Reprographics Technician
Required to start as soon as possible.
37 hours per week, term time only plus 10 days
Recruitment Information Pack

Immanuel College
Idle, Bradford BD10 9AQ

Contents

Welcome	3
Application Process	4
Bradford Diocesan Academies Trust (BDAT)	5
Job Description	6
Person Specification	8

Dear colleague,

Thank you for taking an interest in joining my staff team here at Immanuel College. We are well on our way to becoming an outstanding learning community and this is an exciting time to join us.

We are a thriving and successful 11-18 Church of England Secondary Science College serving the communities on the northern border between Leeds and Bradford.

Our ethos is very important to us as it means that our students will develop within a caring Christian environment. Immanuel means 'God with us' and sums up what we believe. Our last faith inspection confirms we are an **Outstanding** Church school that is outstanding at meeting the needs of all learners. In 2016 we joined Bradford Diocesan Academy Trust this has offered a wide range of opportunities for colleagues to work with, and to support, colleagues across the academy chain

Our goal at Immanuel College is to become an outstanding school that delivers educational excellence. The community we serve faces levels of socio-economic deprivation and the achievement of their children is a vital basis for their future life chances. As Headteacher I am fortunate to work with a talented staff team who demand the highest standards of teaching and learning and deliver this with commitment and enthusiasm. We need staff with energy and commitment who recognise the potential of our students.

In 2019, Ofsted judged us to be a 'good' school, which has '*established strong and determined middle and senior leadership teams, who are ambitious for the school's future and have the capacity to effect the rapid changes and actions the school needs to improve towards becoming outstanding.*' Our students make excellent progress and our GCSE and A level results are good with outstanding results in many subjects. We have a thriving and inclusive Post 16 and are proud of the successes of all our students, many of whom move onto higher education, including Russell group universities.

We offer a comprehensive and personalised CPD programme consisting of internal and external courses and training, which are intended to develop teacher expertise. We place great emphasis on common goals and teamwork, and as a school we are consistently looking for ways to further 'raise the bar' both for our students and staff.

If you share our enthusiasm for learning and would like to visit us at our best then please get in touch.

I look forward to meeting you, and reading your application.

With all good wishes,

Jane Tiller, Headteacher

Application Process

The closing date for all applications is 12 noon on Friday 7th August 2020.

Completed applications must be returned to Katie Green at Immanuel College ideally by email to:

katie.green@immanuel.bradford.sch.uk

Postal applications should be returned to Katie Green, Immanuel College, Leeds Road, Bradford, BD10 9AQ.

All applications will be acknowledged within 24hrs. Should you fail to receive a confirmation, please call 01274 425900

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within 2 weeks of the closing date please assume your application has been unsuccessful.

Queries

If you have any queries on any aspect of the application process or need any further information please contact Katie Green on 01274 425900, or email katie.green@immanuel.bradford.sch.uk

About BDAT

Immanuel College is an Academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi- Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford, as part of the Diocese of Leeds.

BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at www.bdat-academies.org.

Our mission statement

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable our academies to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working.

Our growth

BDAT was established in 2012 to support both primary and secondary Church schools needing support within an academy model. As of November 2018, the BDAT family of schools consists of 17 schools: thirteen primaries and four secondaries. We envisage 2018-19 will be a year of further consolidation. To view our latest plan and priorities for 2018-19, or for more information on BDAT, visit www.bdat-academies.org or visit #wearebdat.

Our Christian ethos

BDAT is a proudly Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the Academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England Academies, as well as those within the faith.

OUTLINE JOB DESCRIPTION

REPORTING TO: Business Manager

The following information is furnished to assist staff joining Immanuel College to understand and appreciate the work content of their post and the role they are to play in the organisation.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description.

PRIME OBJECTIVES OF THE POST

To assist in the provision of reprographic services to the school including the preparation of documents and materials and routine maintenance of equipment. To assist with all general clerical duties, with an ability to use computer programmes and databases (eg excel and word), working to strict time schedules.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES

No direct supervision over other members of staff

SUPERVISION AND GUIDANCE

Expected to perform delegated duties with limited supervision. Responsible to the Office Manager referring complex problems for guidance. May on occasion receive guidance from teaching staff or senior leadership team on the preparation of documents and materials.

RANGE OF DECISION MAKING

- To make decisions within established working practices and procedures
- To exercise personal judgement and discretion within established practises and procedures to deal with confidential and sensitive issues appropriately.
- The post-holder will be expected to use good common sense and initiative in all matters relating to the prime objectives of the post.
- To ensure consistency and accuracy of information.

RESPONSIBILITY FOR ASSETS, MATERIALS ETC.

- To maintain the confidential nature of information relating to the school, staff, students, parents/carers and external partners.
- To be responsible for the safe keeping of computerised data; ensuring the requirements of the Data Protection Act are met.

RANGE OF DUTIES:

1. To assist in the provision of a reprographics service to school, using a range of machinery and equipment including photocopier, laminator, shredder and binder.
2. To maintain and update all necessary records using manual and computerised systems, (e.g, Excel, Word) compiling returns as appropriate, use of the Internet as and when necessary.
3. To assist in the maintenance of equipment as appropriate to Health and Safety guidelines and reporting any hazards to a senior member of staff.
4. To undertake specific duties as instructed by line manager. These duties may include:
 - Uploading documents or other information onto the web-site/Twitter and sending text messages
 - Behaviour and rewards data input and production of associated reports
 - Administration of Exclusion information including data input, letters to parents, data extraction and preparation for PDC's.
 - Administration of mid-year admissions and appeals
 - Assist with organisation and production of resources for events e.g. presentations, posters, tickets.
5. Checking stock of reprographics consumables around school, replenishing and delivering stocks to where needed and liaising with finance department if extra consumables needed.
6. Good ability to communicate and work effectively with staff and students.
7. First Aid assistance as required.
8. 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.
9. To support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.
10. To contribute to the overall ethos/work/aims of the school and appreciate and support the role of other professionals.
11. Attend and participate in relevant meetings as required.
12. To contribute to the efficient running of the school by contributing to the development of any systems to meet changing needs and improvements to the service provided.
13. May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.
14. To extend personal knowledge of education matters by way of Professional Development days, seminars etc.

Special Conditions of Service: Will not require leave of absence during term time

As an equal rights employer we are committed to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications	<ul style="list-style-type: none"> • GCSE (or equivalent) pass in English and Maths 	<ul style="list-style-type: none"> • Word Processing/ Microsoft Office 	Application Form and Sight of original certificates
Experience	<ul style="list-style-type: none"> • Recent experience in public or private sector administration, using computerised management information systems • Experience of working in a team situation. • Previous experience of photocopying in a busy demanding environment 	<ul style="list-style-type: none"> • Previous experience of working in a school environment 	Application Form & Interview Application Form & Interview Application Form & Interview
Training	<ul style="list-style-type: none"> • Be trained in First Aid or be prepared to attend a First Aid at Work course and to undertake further job-related training as required 		Application Form
Special Knowledge	<ul style="list-style-type: none"> • Knowledge of office methodologies (eg manual and electronic filing systems, correspondence files etc) 	Knowledge of school and Academy procedures	Test
Personal Circumstances	<ul style="list-style-type: none"> • Able to work the specified hours of the post. Will not require leave of absence during term time • Able to attend training courses as appropriate where the hours may vary from those specified for the post. • Good attendance and timekeeping. • Legally entitled to work in the UK 		Interview Application Form Application Form & references Passport confirming right of abode in the UK or official documentation containing National Insurance number

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Practical and Intellectual Skills	<ul style="list-style-type: none"> • Good written communication skills • Good oral communication demonstrating good interpersonal and listening skills • Good Microsoft office skills and ability to work with precision and speed 		Application Form Interview Interview
Disposition and Adjustment	<ul style="list-style-type: none"> • Willingness to support the Christian Ethos of the College • Ability to remain calm under pressure • Demonstrate good co-operative, interpersonal and effective listening skills • Flexible approach, dependable and loyal – ability to work within a small team and with a wide range of people • Willingness to undertake a diverse range of duties according to the demands on the team • Maintain confidentiality in matters relating to the school, its students, parents and carers. 		Interview Application Form Application Form Application Form Application Form Application Form

Personnel Specification

This personnel specification described the job requirements on which the short listing and selection decision will be based. To be selected for an appointment you must be able to show that you meet all the 'essential' requirements for the post. The very best candidates are most likely to also meet the 'desirable' criteria. To ensure that the short-listing panel can make a proper assessment of your suitability for the post, please ensure that the application shows how you meet the requirements set out in the personnel specification.

References and Police Checks

All offers of appointment will be subject to receipt of satisfactory references. Specified posts which involve substantial one to one access to children will be subject to a search of police criminal records and appointment to this post will be conditional upon confirmation by the police of information provided to us by the applicant.

Equal Rights

Bradford is an equal rights employer and requires its employees to carry out its policies concerning racial and sex equality and the rights of people with disabilities both in terms of equal opportunity for employment and access to the council's services.