



Reprographics Technician

Recruitment Pack
Hawkley Hall High School



HAWKLEY HALL HIGH SCHOOL

To provide, in partnership, high quality education within a caring environment enabling all individuals to achieve their full potential effectively.



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Welcome



Dear Applicant,

Thank you for your interest in the Reprographics Technician position at Hawley Hall High School.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to join our team as soon as possible.

Hawley Hall is a school with a very positive outlook and a “can-do” approach amongst staff and students. A strong learning culture is evident because there is an acknowledgement that we are all learners, and we can all improve.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what Hawley Hall High School and The Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

Visits to our school are welcome and can be arranged by contacting Charlotte Harrison on 01942 204640 or email c.harrison@hhhs.net.

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

Miss K Leonard
Headteacher
Hawley Hall High School



Hawkey Hall High School



Context

Hawkey Hall is a high performing, heavily oversubscribed, mixed comprehensive school of around 1182 students. The school was graded as good in all areas by Ofsted in February 2019.

We see successful education as a partnership between parents, students, and ourselves. Links with parents are of paramount importance, with regular and frequent contact via parents' evenings, reports, newsletters, and the school planner contributing to a continuing dialogue about the curriculum we provide for our children.

Facilities

The school is situated in the southwest of Wigan, close to the M6 motorway, in an area of substantial private development. A wild fowl nature reserve borders the school grounds providing an open attractive outlook to the site.

We provide bespoke facilities for students across all of our 9 faculty areas. We strategically invest in our ICT and site. For example, in the last 12 months we have invested over £600,000 in our design technology area to support the further development on STEM learning.

Commitment to CPD

Staff development is also at the heart of our school. All staff engage in regular professional learning in faculty and beyond. Staff in leadership roles are supported internally and are encouraged to engage in additional training through the national programme of NPQs. Indeed, a number of our colleagues who have been Lead Practitioners have gone on to further senior roles in the school.

The Rowan Learning Trust



The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools.

We are an education charity. Our schools are working in collaboration, as one entity, to improve and maintain high educational standards across the group. We have a single legal and moral purpose: to advance education for the public benefit.

Currently the RLT family comprises nine schools: three high schools, an all-through alternative provision academy and five primary schools. Together we share a set of common values:

- Respect
- Kindness
- Integrity

Our strategic aim is to provide a world class education by:

- Attracting, developing and retaining people
- Embodying the values of the Trust
- Expanding our reach
- Optimising resources

The Trust in Numbers:

- 4250+ students
- 9 schools
- 10 sites
- 675+ employees
- 5 local authorities
- £37,000,000 annual budget
- 80+ governors



Job Description

REPROGRAPHICS TECHNICIAN

Reports to:	Deputy Headteacher
Location:	Hawkey Hall High School, Carr Lane, Wigan, WN3 5NY
Salary:	Grade 4, scale points 5-8 pro rata (£16,997 - £18,432 based on continuous service)
Hours:	31.25 hours per week (8:15am – 15:00pm), term time plus 1 week

Overall Purpose of Post

- Under the reasonable direction of the Headteacher/Senior Leadership Team, carry out the professional duties in line with the job profile.
- Provide a full and comprehensive reprographics and administration support service to the school, its staff and pupils.
- Support the aims and objectives of the school.

Responsibilities

- Provide reprographics service to all staff within school in accordance with the timescales agreed in the SLA.
- Monitor and maintain electronic reprographics Helpdesk.
- Arrange and monitor support calls with reprographics service provider as necessary.
- Provide general clerical/admin support to school when necessary. For example filing, faxing, scanning, laminating, binding, completing standard forms, responding to routine correspondence.
- Distribute outgoing post, including franking of mail and daily balance of franking machine as necessary. Ensure adequate funds in machine at all times.
- Take franked post to the post office on a daily basis.
- Distribute all incoming post.
- Produce and distribute daily, school bulletin.
- Distribute daily staff cover lists.
- Calculate departmental reprographics charges on a monthly basis and pass to Finance Assistant to recharge back.

- Produce and distribute termly Hawkeye to all students – Christmas, Easter and Summer editions.
- Mounting and displaying of student work and school information as and when necessary.
- Distribute whole school letters and texts to parents and students as and when necessary.
- Print class registers twice daily in the morning

Other Duties

- Maintain stationery stock in school office.
- When necessary undertake reception duties, answering general telephone/face to face enquiries and signing in visitors.
- When necessary monitor school enquiries email account.
- When necessary undertake student reception enquiries.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.
- 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 may be reasonably directed.
- Participate in training and other learning activities and performance management as may be reasonably directed.
- Other duties commensurate with the grade as specified by the Headteacher.
- To be a designated 'first aider' as & when required.



Person Specification

Essential Criteria

- Good communication skills that meet our expectations both orally and written
- Ability to work under pressure and accurately to deadlines
- A professional and mature approach that meets our expectations
- Excellent organisational skills
- Methodical approach to tasks with a keen eye for detail
- Ability to prioritise and successfully complete a range of tasks to targets and deadlines
- Enthusiasm for the work and commitment to complete demanding tasks
- Flexibility in the day to day working pattern
- Ability to develop and implement new procedures
- Willingness and ability to undertake further qualification and training for development in the post
- The ability to organise workload
- The ability to work as a member of a team
- The ability to work independently without direct supervision
- The ability to maintain confidentiality
- An empathy with children

Desirable Criteria

- Previous experience of working in a busy reprographics or school environment
- Maths and English GCSE Grade C or equivalent
- Experience of creating and updating spreadsheets
- Knowledge of IT packages (Excel, Word, Outlook)



How to Apply

Please submit the enclosed application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

Applications should be returned electronically to jobs@hhhs.net

Alternatively, send a hard copy to:

Miss K Leonard
Headteacher
Hawley Hall High School
Carr Lane
Wigan
WN3 5NY

Closing Date: Tuesday 9th July 2024 at 09:00am





The Trust will 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 employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.



The Rowan Learning Trust

Registered Office: Carr Lane, Wigan, WN3 5NY

Company Number 8010464





HAWKLEY HALL HIGH SCHOOL

JOB APPLICATION FORM FOR SUPPORT STAFF IN SCHOOLS

The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.

CARR LANE, WIGAN, WN3 5NY

TELEPHONE: 01942 204640

FACSIMILE: 01942 403570

EMAIL: jobs@hhhs.net

1. POST APPLIED FOR

Post Applied For:		Ref No:	
Organisation:	Hawkeye Hall High School		
As advertised in:		On date:	

2. PERSONAL DETAILS

SURNAME:		FORENAME:	
TITLE: (Optional)		Date of Birth: (Optional)	
Address:			
POSTCODE:		Email:	
Telephone No:		Work No:	

3. CURRENT POST

CURRENT EMPLOYER AND JOB TITLE:			
DATE OF APPOINTMENT:		SALARY:	
NOTICE PERIOD:			
MAIN DUTIES AND RESPONSIBILITIES			

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4. PREVIOUS WORK EXPERIENCE

Name of Employer	Dates of employment		Post(s) held	Reasons for leaving
	From	To		

5. OTHER RELEVANT WORK EXPERIENCE

Post	Dates		Employer	Grade/Salary	Reason for Leaving
	From	To			

6. GENERAL EDUCATION

School	From	To	Qualifications – Grades, awarding bodies and dates

7. FURTHER AND HIGHER EDUCATION

Name of College/ University	From	To	Qualifications – Grades, awarding bodies & dates

8. ANY OTHER RELEVANT QUALIFICATIONS

Please give details of any other relevant qualifications you have for this post.

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9. ADDITIONAL INFORMATION

(i)	Are you related to, or a close friend of, any member of the Trust or of the Governing Body of the school? If yes, please state relationship.
(ii)	Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension? YES/NO.



	If yes, please give details, including dates, post held and employer.
(iii)	Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? YES/NO If yes, please give details of dates and resources.
(i)	Do you hold a current and valid driving licence? YES/NO Please state category.....
(ii)	Do you have a disability? YES/NO If so, reasonable adjustments would be made for the interview process.
	Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? YES/NO Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? YES/NO
	In line with Keeping Children Safe in Education, Hawkley Hall High School will undertake general online searches for all shortlisted candidates which may include social media and video platforms. Online searches will only examine data which is publicly available, and the aim is to identify any incidents or issues. Any areas of concern will be discussed during the interview process. The information provided by you will be used for pre-employment recruitment monitoring and checks only and will supplement or form part of your application. To enable the check to be undertaken, it would assist if you could detail your username for the relevant social media platforms below: <ul style="list-style-type: none"> - Facebook - Instagram - Twitter - LinkedIn - TikTok - YouTube

10. STATEMENT IN SUPPORT OF APPLICATION

Please attach a supporting statement, indicating any matters which you feel may be relevant to this application. Please head additional documentation with your name and post applied for.

11. REFERENCES

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer.** In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.



REFEREE 1		REFEREE 2	
TELEPHONE NO:		TELEPHONE NO:	
EMAIL:		EMAIL:	
Can this reference be taken up immediately? YES/NO		Can this reference be taken up immediately? YES/NO	

12. FURTHER INFORMATION FOR CANDIDATES

- i) In the interests of the protection of children, all posts are subject to enhanced criminal record and other relevant disclosures through the Disclosure & Barring Service (DBS). A criminal record will not necessarily prevent you from obtaining a position.
- ii) You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.
- iii) Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.

THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT

13. DECLARATION

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure & Barring Service Disclosure, to satisfactory medical clearance and the provision of documentary evidence (e.g., NI Number) that shows I am entitled to work in the U.K.

Signature:.....

Date:.....

