



Alsager School

Hassall Road, Alsager, ST7 2HR

Headteacher: Andrea O'Neill

REPROGRAPHICS & CLERICAL ASSISTANT – [AAAE 5151]

Temporary to 18th July 2025

Required for September 2024

Hours: 18 hours per week; 39 weeks [term time plus 1 week: this is done flexibly during peak times]

Grade 3: £9,543 - £9,921 p.a. (actual salary)

[Whole year £22,737 - £23,114]

Responsible to: Trust Finance Lead

Thank you for your enquiry about the above post. This is a part-time, part-year, temporary post.

The Reprographics service is based in its own area within the school, although you will be required to maintain the copy machines and other equipment around the school, liaising with IT Support to facilitate this.

Applicants should have a good general educational background and be computer literate. Knowledge of SIMS.net (Schools Information Management System) would be an advantage but not essential as appropriate induction and training will be provided when in post.

About the School:

In September 2022 our school, along with 4 other local schools combined to become The Cornovii Trust. We are a local trust providing support for local schools, children, and families.

Alsager School is a large 11-18 mixed school, with 1569 pupils on roll, including approximately 267 students in the Sixth Form and is the only secondary school in the town. We currently employ in excess of 100 teaching and 75 support staff. TCT currently comprises of Alsager School, Alsager Highfields Primary School, Weston Village Primary School, situated near to Crewe, Brine Leas School, Nantwich, and Audlem St. James CofE Primary School.

Alsager School is a fantastic place to work with motivated and well-behaved students, a committed and experienced governing body, dedicated staff, and supportive parents. Children of all abilities make impressive progress throughout the key stages. We are one of the highest performing schools in Cheshire East, and our last Ofsted in January 2023 graded the school as Good in all areas.

Approximately 75% of our students are drawn from the town itself and its adjacent villages. The remainder come from towns in neighbouring Staffordshire and Cheshire, sent to us by parental choice.

I would strongly urge you to get more of a 'feel' for the life of Alsager School by visiting our website www.alsagerschool.org. We hope this information will encourage you to apply.

Principal Responsibilities:

1. Provide a printing/photocopying service and associated tasks such as binding and lamination for staff and students.
2. Prioritise the flow of work in the School's print room to ensure agreed deadlines are achieved.
3. Provide a word processing/desk top publishing facility and maintain agreed quality standards for the production of documentation for circulation in school and distribution to parents, pupils and the community.
4. Monitor and order stocks of paper and associated consumables to ensure adequate stock is available and work with finance on internal copying and consumable recharges.
5. Clean and maintain copy machines and other equipment, liaising with IT Support and maintenance contractors as necessary.
6. Maintain an awareness of and advise colleagues of copyright regulations.

Notwithstanding the detail in this outline, in accordance with The Cornovii Trust, flexibility policy the Jobholder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the Principal Responsibilities of the job.

In conclusion:

In order to ensure the future successful development of our school, we are keen to appoint only staff of the highest ability or with the greatest promise. Working at Alsager School is demanding but the rewards are commensurate in a school with strong leadership, dedicated staff, supportive parents, and pleasant, friendly and highly motivated pupils. The School is proud of its supportive ethos and the person appointed can expect much help, guidance and support from colleagues.

Alsager School is an equal opportunities employer, and we are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

How do I apply?

If having read this information, you find the post and Alsager School appealing, we would like to hear from you. Application is by completion of the School's two-part Application Form. CV's will not be accepted. Please also remember to complete the Rehabilitation of Offenders Statement and Equal Opportunities Questionnaire.

It is important that your supporting statement should give comprehensive information about your skills, and it should emphasise your qualities which are relevant to the post. This is your opportunity to introduce yourself and to describe why you believe you are capable of carrying out the duties described.

The closing date is **12 noon on Wednesday 10th July 2024**. Interviews are likely to be held later in the week. In the interests of economy, those applicants who have not received an invitation for interview or any further communication within two weeks of the above date are asked to consider their application unsuccessful on this occasion.

Completed application forms should be returned to:



Mrs Ashley Owen
H.R. Manager
Alsager School
Alsager ST7 2HR

Your completed application should be received in school no later than **12 noon on Wednesday, 10th July 2024** ideally via email to Mrs Owen at jobs@thecornoviitrust.org.

NB: All candidates submitting an electronic application will be required to sign and date their form if invited to interview.

All electronically submitted applications will be acknowledged.

It is the School's practice to take up references for all shortlisted candidates. One referee should be from your current or most recent employer. Where you are not presently working with children but have done so in the past, you should provide a referee from that employer.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

If you require any further information or wish to discuss any issues, please do feel free to contact me. In the meantime, good luck with your application. I look forward to reading your response and to possibly meeting you in the near future.

Ashley Owen
H.R. Manager

BPi/ Reprographics operator/July 2024

Further details about the School are available from our website: www.alsagerschool.org



Alsager School

PERSON SPECIFICATION

Job Title: Reprographics and Clerical Assistant

Grade: 3 scp: 03-04

CRITERIA	ESSENTIAL	DESIRABLE
Experience	<p>Experience of working in an office/administrative role and working to strict deadlines.</p> <p>Experience of delivering excellent customer service.</p> <p>Proven ability to communicate with people at all levels of the organisation.</p>	Previous experience in an education field/working with children.
Qualifications/ Knowledge	<p>Highly competent in the use of Microsoft Office suite of applications and SharePoint.</p> <p>Good standard of education including GCSE English & Maths.</p> <p>Excellent numeracy skills.</p> <p>Meticulous attention to detail.</p>	
Personal attributes/Skills	<p>Ability to provide an accurate, efficient, and professional service.</p> <p>Able to manage unpredictable and variable workloads, often under pressure, whilst always maintaining a positive outlook.</p> <p>Enjoy a challenge and able to make decisions.</p> <p>Strong planning and organisational skills with a high level of attention to detail.</p> <p>Honesty, integrity, discretion, and ability to maintain confidentiality.</p> <p>Good team player with a sense of humour.</p> <p>Commitment to safeguard & promote the welfare of children.</p>	Have high expectations of themselves with the capacity for self-improvement.