



Reprographics Assistant FULL TIME (Permanent) Application Pack

Sutton Community Academy,
Sutton-in-Ashfield, Nottinghamshire

Contents

Sutton Community Academy,
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01

About Academy
Transformation
Trust

Page 3



02

Sutton
Community
Academy
Information

Page 4



03

Job Description

Page 5 - 6



04

How to apply

Page 7

Improving Education



01. About Academy Transformation Trust

We're on a mission

Our mission is to provide the very best education for all pupils and the highest level of support for our staff to ensure every pupil leaves our academies with everything they need to reach their full potential.

These are the things we hold dear

Transparency

As a charity founded on strong ethical practices, Academy Transformation Trust takes pride in being open, honest and crystal clear in everything we do.

Innovation

We are constantly striving to do all we can to make education the best it possibly can be. We are brave in our actions and do everything we can to have a positive impact on whole child development.

Collaboration

We believe the future of education relies upon effective collaboration between academies, and better collaboration between academies and their local communities.

Ambition

We are determined to improve education nationwide by encouraging collaboration and giving academies everything they need to realise their full potential.

We believe every child matters and deserves a first class education.

Our team knows first-hand how to make education better for schools, pupils and their teachers.

For us, the future of UK education relies upon schools working closely together to share best practices, giving every child the best chance in life. We set up ATT to make this vision a reality.

As a not for profit trust, we work with our growing family of primary and secondary academies, and further education providers in the Midlands, East of England and South East.



02. Sutton Community Academy Information

Sutton Community Academy is part of the Academy Transformation Trust family of academies.

At Sutton Community Academy, we provide the best opportunities for all our pupils toward helping them to achieve excellent academic qualifications.

We are a unique and highly successful academy and are proud of our students' achievements in GCSE and AS/A-level, alongside our great vocational offering. We ensure our curriculum is kept broad enabling every child to have full opportunity to reach their full potential.



This success is built upon valuing and nurturing the talents of all our pupils, which is supported by our brilliant academic, vocational and leisure activities, equipping all our students with the tools needed for Higher Education, apprenticeships and employment.

The academy is renowned nationally for its work and impact upon the local community, which have played a major role in creating a lifelong community resource in Sutton-in-Ashfield. Community really does sit at the heart of what we do; developing and nurturing the future generations is something we're very proud of and always strive for.

To find out more, please visit www.suttonacademy.attrust.org.uk

03. Job Description

Reprographics Assistant. 37 hours per week, Term Time plus 4 weeks per year

Purpose

To provide a full reprographic service to staff and students, both school and Adult Education.

ROLES AND RESPONSIBILITIES

- The provision of printing/reprographic materials to assist staff and students, both for school and the Adult Education section.
- Using IT resources and creativity to design and produce academy marketing materials, documents and booklets including the academy newsletter and year book.
- The ability to use safely and efficiently a variety of equipment, ensuring that it is kept in good working order.
- Determining the need for equipment and arranging purchase/hire where necessary.
- To be able to prepare a variety of documents using the Microsoft Office package and especially Publisher.
- To prioritise the workload to meet the requirements of staff.
- Using IT and research skills to create resources for departments.
- Maintaining a record of work undertaken in order to supply departments with accurate costings for their capitation budget.
- Ensuring adequate stocks of materials are always available for immediate use.
- First Aid responsibility including reporting as required
- Undertake switchboard/receptionist duties when required
- Undertaking any other duties which may be reasonably regarded as within the nature of the duties and responsibilities of the post/grade.



04. How to apply

Sutton Community Academy,
Sutton-in-Ashfield, Nottinghamshire

Salary:

NJC Band 2 pt 9-13 (£16755-£17391p/a)

Closing date:

Midday 22nd May 2019

Interviews:

TBC

Start Date:

ASAP

Visits to the school:

For further information about the role and the academy, or if applicants wish to visit prior to completing their application, please the academy on 01623 980055.

Applying

Please apply by visiting
www.academytransformationtrust.co.uk/vacancies

Forward as one. Improving Education Together.

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