



**HARTFORD**  
CHURCH OF ENGLAND  
**HIGH SCHOOL**

**REPROGRAPHICS ADMINISTRATOR  
APPLICANT PACK**

**JULY 2025**

# INTRODUCTION

Dear Candidate,

We are delighted to welcome applications for the permanent role of Reprographics Administrator at Hartford Church of England High School. Our school is a great place to work! We have brilliant students, talented and committed staff and supportive parents. Our most recent Ofsted inspection in June 2023, demonstrated that we are a good and improving school and our ambition is to make Hartford Church of England High School an outstanding place to learn and work.

We have spent the last year creating a new team across our Associate Staff body. Our Associate Staff are integral to the daily operation of Hartford Church of England High School and as such are recognised for the substantial contribution that they make. Continuous Professional Development is key to this, with colleagues being trained in areas of their interest alongside teaching colleagues within the school.

Our Administrative Team has grown in the last year too, and we are now seeking a receptionist to join us! Our new receptionist should be enthusiastic and keen to work in a school environment where students and their families are highly valued. They should enjoy being part of a team and thrive in the dynamic and spontaneous environment of a school reception area.

Our school is blessed with exceptional facilities across a large and growing site and is a popular choice for parents and children. We have students who are enthusiastic to learn and who are great to teach. We have hugely supportive parents and committed staff and governors. Our school is at the centre of the community in Hartford and we are constantly looking to strengthen our commitment to one another, no matter what stakeholder we are. We have extremely close working relationships with the Diocese, local authority and our colleagues in other schools.

Aside from the curriculum, we focus on the importance of personal development, high expectations and care for one another across the school community. Our Family System, pastoral teams and inclusion provision support this philosophy. All that we do is centred around our core HART values of Happy, Achieving, Ready, Together, built on the Christian foundation of Love (caritas) and Truth (veritas).

If you share our vision and values and are determined to bring out the best in young people, providing them with the best possible educational experience, we want to hear from you!

Should you choose to apply for the role of Reprographics Administrator, I look forward to receiving your application and hopefully welcoming you to Hartford Church of England High School in the near future.

Rachel Pickerill

**Headteacher**



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## KEY INFORMATION

**Job role:** Reprographics Administrator

**Starting Date:** 1st September 2025 or as soon as possible thereafter

**Salary:** Grade 4 SCP 4 – SCP 6 £24,400 - £25,183 pro-rata (Actual Salary Payable £18,253 - £21,728 based on 37 hours)

**Contract Details:** 37 hours per week, 39 weeks per year (Term time + 5 INSET Days)

Part-time hours would be considered for the right candidate

**Closing Date:** 9am Thursday 31st July 2025

**Interviews:** To be confirmed

**How to Apply:** Applications only accepted on completed school application forms and they should be sent to [sara.morris@hartfordhigh.co.uk](mailto:sara.morris@hartfordhigh.co.uk).

### Benefits:

- There are a range of benefits for staff who work in our school community. These include:
- Membership of the Local Government Pension Scheme.
- An Employee Assistance Programme with a helpline providing support and advice on personal and professional issues.
- Working Rewards provides discounts and offers on all the major retailers as well as access to salary sacrifice schemes
- Access to an on-site fully equipped gym.
- Staff events and sporting activities to support the school family system.
- Optional staff collective worship.
- Daily free tea and coffee as well as other refreshments throughout the school year.



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# JOB DESCRIPTION

## Reprographics Administrator Grade 4 SCP 4—SCP 6

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The role of Reprographics Administrator at Hartford Church of England High School is to:

- Provide a comprehensive photocopying service for all areas of the school including but not limited to teaching, exams, and pastoral care.
- Monitor the photocopying budget of all cost centres, providing weekly reports for the Business Manager – Finance.
- As part of reprographics, provide additional services including laminating, binding and scanning of documentation.
- Manage the updating of displays across the school, ensuring that these are of high quality and provide accurate and relevant information.
- File student notes and any relevant information in student files.
- Provide cover for the student and main receptions if required.

### Additional Responsibilities

- Attend all meetings as requested by the Headteacher or Business Manager - Finance in relation to the role.
- Additionally undertake:
  - Fire marshall and first aid duties where applicable
  - Duties during the working day
  - All professional development as required for the role.
  - Full participation in the performance management and appraisal process

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Business Manager - Finance from time to time, up to or at a level consistent with the Main Responsibilities of the job.

Hartford Church of England High School is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the school on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to our Church of England ethos and Christian distinctiveness.

Responsible to: Business Manager - Finance



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# PERSON SPECIFICATION

## Reprographics Administrator - Person Specification

	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> <li>GCSE level education</li> <li>To have or be willing to undertake First Aid Training</li> </ul>	<ul style="list-style-type: none"> <li>GCSE English &amp; Maths (9-5) or equivalent</li> <li>Competent in the use of Microsoft Office suite of applications and SharePoint</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Certificates</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience in an office environment or office administrative role and working to strict deadlines.</li> <li>Experience of delivering excellent customer service.</li> <li>Proven ability to communicate with people at all levels of the organisation.</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of working in a education field/ working with children.</li> <li>Experience of working on a switchboard</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>References</li> <li>Interview</li> </ul>
Special Aptitudes	<ul style="list-style-type: none"> <li>Experienced user of Microsoft Office ICT Applications including Word, Excel, Powerpoint.</li> <li>Ability to learn new systems.</li> <li>Meticulous attention to detail.</li> <li>Willingness to undertake appropriate training</li> </ul>	<ul style="list-style-type: none"> <li>Experience of Using Office 365 and Outlook.</li> <li>Previous experience of using Arbor or similar MIS.</li> <li>Previous experience of using Microsoft Publisher</li> <li>Previous experience using photocopying equipment</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>References</li> <li>Interview</li> </ul>
Interpersonal Skills	<ul style="list-style-type: none"> <li>Negotiation Skills</li> <li>Commitment to school improvement.</li> <li>Team worker/independent worker</li> <li>Good under pressure with excellent attendance</li> <li>Flexible</li> <li>Full of initiative</li> <li>Excellent personal organisation</li> <li>Drive and enthusiasm</li> <li>Completer/finisher</li> <li>Sensitivity and diplomacy</li> <li>Good Communication Skills</li> <li>Resilient</li> <li>Sense of humour</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> <li>References</li> <li>Interview</li> </ul>



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# OUR SCHOOL VALUES

## H

### HAPPY

Showing respect to one another.  
Looking after our mental and  
physical wellbeing.

## A

### ACHIEVING

Working towards our goals,  
both academic and extra-  
curricular. Showing resilience  
and not being afraid to fail.

## R

### READY

Being punctual, equipped  
and ready to learn every  
day. Wearing our uniform  
with pride.

## T

### TOGETHER

Working together in all  
things - building a school  
family characterised by  
tolerance and kindness.

## LOVE 'CARITAS' & TRUTH 'VERITAS'

"My command is this: Love each other as I have loved you."

"In the same way, let your light shine before others, that they  
may see your good deeds and glorify your Father in heaven."

*John 15:12 and Matthew 5:16*



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