

# Recruitment Pack



St. Crispin's  
Excellence for all



## Reprographics & Administrative Assistant



St. Crispin's School is part of The Circle Trust, company number 11031096,  
registered at St. Crispin's School Wokingham, Berkshire, RG40 1SS Tel: 0118 978 1144



## Reprographics & Administrative Assistant

### St Crispin's School

Headteacher:

Ginny Rhodes

NOR 1174, 11-18

Mixed Comprehensive, London Road, Wokingham, Berkshire RG40 1SS

Tel: 0118 978 1144

[www.crispins.co.uk](http://www.crispins.co.uk)

### Reprographics & Administrative Assistant

**25 hours/week - 9.30am -2.30pm (Term time only + 5 INSET days) £10,813 (actual salary)**

Are you a flexible, organised administrator with strong reprographics and IT skills looking for a varied school support role?

As a key member of our friendly team, you will be responsible for the management and delivery of all reprographics requirements for teaching staff, in addition to providing a wide range of admin support for our Business, Communications and Data & Admissions Managers.

This varied role also offers the opportunity to work with students, providing examination reader/scribe assistance when required. A willingness to train as a first aider would also be an advantage. Full training will be provided.

St. Crispin's School is a happy and oversubscribed 11-18 mixed comprehensive school. Our school motto is "Excellence for All" and this encapsulates our commitment to do the very best for both students and staff. We are a high-attaining school with student behaviour described as exemplary (OFSTED 2017.)

**Further details and an application form are available from the school website under Vacancies.**

**To apply:** Please complete the application form available at [www.crispins.co.uk/vacancies](http://www.crispins.co.uk/vacancies).

**Closing date:** 9 am 25<sup>th</sup> March 2019.

Please email your completed application form to Mel Knight, PA to Headteacher, at [knightm@crispins.co.uk](mailto:knightm@crispins.co.uk)

**For more information:** Mel Knight on 0118 978 1144 or email: [knightm@crispins.co.uk](mailto:knightm@crispins.co.uk)

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references.

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## Job Description

**Salary** The Circle Trust's Support Staff Pay Scale Grade 3

### Aim and main purpose of the job

To manage the reprographics provision for St Crispin's school and provide general administrative support as directed by the Business Manager.

### General Accountabilities

#### Reprographics role

1. Responsible for the prioritisation and timely delivery of all reprographics requirements for St. Crispin's school and other Circle Trust member schools as required.
2. Prioritise job requests via email and hard copy.
3. Print/photocopy, collate and staple, laminate and bind documents as required.
4. Leave work on shelf, labelled for staff to collect.
5. Effective stock control and ordering of paper, laminating rolls, inks, staples for photocopiers.
6. Produce monthly report of spend by department for finance team.
7. Keep record of all laminating, binding and paper supplied to departments and provide to finance department.
8. Keep photocopiers in full working order arranging engineer to visit if required.

#### Administrative role

9. Provide general administrative support as required to assist Business Manager, Data and Admissions Manager and Communications Manager including:
  - a. Undertake word processing, data entry and other ICT based tasks e.g. operate M.S Office software, use the Internet and Schoolcoms system.
  - b. Manage and run computerised reports, provide lists/information/data as required.
  - c. Maintain manual and computer-based records and management information systems e.g. SIMS, maintain and collate pupil records.

#### Reader/scribe role

10. On occasion, act as a reader/scribe for students undertaking exams.



11. Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
12. Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school team and attend and participate in relevant meetings as required.
13. To follow statutory guidance and school policies including child protection and safeguarding.
14. Any other duties reasonably required by the Headteacher.

### Details of Line Management

Teachers are line managed by Heads of Department (and Heads of Year in respect to their work as a tutor.)

### Notes

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job, which are commensurate with the salary and job title.



## Policy Statement

St Crispin's School is an Academy school within The Circle Trust. As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their "personal data". This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual's personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual's personal data is known as "processing".

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

### What information do we process during your application process?

We may collect, hold, share and otherwise use the following information about you during your application process.

*Up to and including shortlisting stage:*

- your name and contact details (i.e. address, home and mobile phone numbers, email address);
- details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
- your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- information regarding your criminal record;
- details of your referees;
- whether you are related to any member of our workforce; and
- details of any support or assistance you may need to assist you at the interview because of a disability.

*Following shortlisting stage, and prior to making a final decision*

- information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;\*
- confirmation of your academic and professional qualifications (including seeing a copy of certificates);\*
- information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;\*
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;\*
- medical check to indicate fitness to work;\*

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- a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);\*
- if you are a teacher, we will check the National College of Teaching and Leadership (“NCTL”) Teachers Services about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);\* and
- equal opportunities’ monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (\*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

### **Where do we get information from about during your application process?**

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process.

### **Why do we use this information?**

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks, which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

- to assess your suitability for the role you are applying for;
- to take steps to enter into a contract with you;
- to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and
- so that we are able to monitor applications for posts in the Academy to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

### **How long will we hold information in relation to your application?**

We will hold information relating to your application only for as long as necessary. If you are successful then how long we need to hold on to any information will depend on type of information. For further detail, please see our Retention and Destruction Policy.

If you are unsuccessful, we will hold your personal data only for six months, after which time it is securely deleted.

### **Who will we share information with about your application?**

We will not share information gathered during your application process with third parties, other than professional advisors such as legal as HR advisors.

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## **Rights in relation to your personal data**

All individuals have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact:

Debra Briault. St Crispin's School, London Road, Wokingham. RG40 1SS    [briaultd@crispins.co.uk](mailto:briaultd@crispins.co.uk)

Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data
- Have inaccurate or incomplete personal data about them rectified
- Restrict processing of their personal data
- Object to the making of decisions about them taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of their data protection rights

If an individual wants to exercise any of these rights then they should contact

Debra Briault. St Crispin's School, London Road, Wokingham. RG40 1SS    [briaultd@crispins.co.uk](mailto:briaultd@crispins.co.uk)

The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then the individual will be notified of the reasons why in writing.

## **Concerns**

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Protection Officer in the first instance. However, an individual can contact the Information Commissioner's Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

## **Contact**

If you would like to discuss anything in this privacy notice, please contact The Circle Trust Data Protection Officer.

Mr A Hinchliff, c/o St Crispin's School, London Road, Wokingham, Berkshire. RG40 1SF    [andy@thecircletrust.co.uk](mailto:andy@thecircletrust.co.uk)

