



KINGS'

SCHOOL • WINCHESTER

Dear Applicant,

At Kings' we are proud of our ambition to achieve excellence in everything that we do. Our values are simple, we aim to provide all pupils with:

- Inspiring Futures
- Academic Excellence
- Exceptional Character

Our school motto, *Una Laborantes (working together)* exemplifies our beliefs and behaviours. At Kings' our values drive all that we do and as a result we aim for our teachers to enjoy impeccable behaviour in lessons with respectful, hardworking and highly motivated pupils. We are a genuinely comprehensive school that is working to provide a knowledge-rich education for pupils of all backgrounds. Our school support team is at the heart of all school operations and provides an exceptional and invaluable service to the whole school.

These values are not just the values and aims that we have for our pupils, we have the same goals for our staff. We want to invest in you and ensure that Kings' is a centre of excellence for teaching and learning, where our staff thrive because we keep teaching at the heart of all we do. To join us and contribute to this exciting journey, you need to be excited by these three questions:

- Do you want to be part of a team where you will help make a lasting impact on our pupils, develop strength of character, and help them to fulfil all they can be in the future?
- Do you want to work in a school that values knowledge and ensures that pupils achieve excellent outcomes; a school that ensures that all our pupils are taught the cultural and social capital that enables them to succeed in the world?
- Do you want to work in a school that prioritises your professional development because we know that great people are the key to all our pupils having inspiring futures?

Kings' is highly ambitious with a continuous drive to be even better. We know that it is the staff in the school that make the difference.

The successful candidate will need:

- Excellent administrative and organisational skills
- An ability to use your own initiative and work under pressure
- Great interpersonal skills and be able to develop good working relationships throughout the school
- A sound understanding of reprographics technology
- An artistic flair for the layout and production of documents and brochures
- Someone who is totally aligned with our values and mission. If you are the type of person who fits with our culture, you will love working here.





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Advertisement

Job title: **Reprographics Assistant**

Required: **September 2022**

Location: **Kings' School, Winchester**

Salary: **Grade B3 FTE £19,208 (actual £11,386)**

Hours: **25 hours a week, 40 weeks per year**

We are looking for an enthusiastic and talented Reprographics Technician to join our excellent Administration Department from 01 September 2022. You will provide a full reprographics service to students and staff and help to promote a positive image of the school through the production of professional documents for both internal and external use.

Kings' is an exciting and rewarding place to work: our pupils are keen to learn and succeed; they appreciate the support and dedication of the whole school. You will have a passion for supporting our teachers and in turn the learning of our pupils, and a desire to play a central role in our school mission: inspiring futures, exceptional character, and academic excellence.

This is an exciting opportunity for motivated and highly organised individual wishing to join an extremely effective and supportive department; and to contribute to the ongoing growth of Kings' as the school continues to flourish.

For further information and to apply for this position, please visit our website at www.kings-winchester.hants.sch.uk

Please submit your application to, recruit@kings-winchester.hants.sch.uk.

Closing Date: Wednesday 6th July 2022, Midday

Interview Date: w/c 11th July 2022





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Kings' School mission and values

At Kings' our values are at the heart of our school culture. They underpin our mission, that we are ***Working Together to Achieve Inspiring Futures, Exceptional Character, and Academic Excellence.***

We are reminded of our vision by our motto, ***Una Laborantes*** (Working Together), and our core values - developed and agreed by the Kings' community of pupils, staff, parents, and carers - help to guide every child, employee, and volunteer towards attaining that goal.

These values act as our inspiration and navigation in our learning, our work, and our life at school as we work together for our pupil's personal growth and future academic success.

Our school values are to:

- Discover brilliance in everyone
- Have unlimited ambition
- Earn success
- Be kind, be humble, and have integrity
- Make a difference





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Job Description

Job purpose, including main duties and responsibilities:

- Open up the resources areas at the beginning of the day and prepare equipment for full use
- Photocopy material for school use, including internal examination papers, booklets and leaflets as required
- Photocopy students work as request, laminate sheets and ring bind assessment folders
- Finishing document presentation, including trimming, binding and laminating
- Monitor all reprographics equipment and organise service and repairs
- Monitor stocks of all materials, order paper and materials as and when required and disseminate to departments as necessary
- Perform basic equipment maintenance and cleaning
- To carry out other related tasks as required
- Promote the safeguarding and the welfare of all pupils
- To continue to invest in personal continual professional development, taking responsibility for personal improvement by engaging actively in the performance review process
- Actively embody Kings' School mission and values





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Person Specification

A Qualifications	
Educated to GCSE level	A
Evidence of an understanding of safeguarding within Schools	A
B Knowledge and Experience	
An understanding of the importance of confidentiality and the Data Protection Act	A/I
Ability to build strong collaborative relationships with colleagues	I/R
Use of ICT applications including word processing, spreadsheets, email and publishing	A/I/R
A sound understanding of reprographics machines and technology	A/I
Good time management and be able to prioritise work	A/I/R
Motivated and adaptable to workload levels	A/I/R
Able to operate effectively as a member of a team and with minimum supervision	A/I/R
Highly dependable, trustworthy and be able to meet deadlines	A/I/R
Self-motivated and flexible to meet peaks and flows of workloads	I
C Personal Qualities	
Demonstrate personal and professional integrity, including modelling the school's mission and values:	A/I/R
D Confidential Reference	
Positive recommendation from all referees, including current employer	R

A = application

I = interview

R = reference

Thank you for taking the time to read this information and for considering Kings' School in the next stage of your career. If our mission, values and ethos excite you, please do contact the school to find out more about us, the role, life in Winchester and how to apply.

www.kings-winchester.hants.sch.uk

