



Conisborough College

The best in everyone™

Part of United Learning

Candidate Application Pack

Administration & Reprographics Officer

START DATE: 01 September 2026



Principal: Ms Lucy Oragano

Conisborough College is part of United Learning. United Learning comprises: United Learning Ltd (Registered in England No: 00018582)

Conisborough College
Conisborough Crescent
Catford
SE6 2GF



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Kindness • Determination • Excellence • Responsibility

Dear Candidate,

Thank you for your interest in Conisborough College, it is an extremely exciting time to be joining us as a colleague. Conisborough College is an ambitious, thriving community school in the heart of Southeast London.

Our values, as a United Learning College, are of **kindness, determination, excellence and responsibility** and they sit at the heart of everything we do. We aim to ignite these values in every student through teaching that empowers and inspires; a calm and disruption-free learning environment; and a strong character education programme.

As an inner-London community school, our pupils reflect the diversity of the local area with nearly twice the national average proportion of those who qualify for Pupil Premium. Therefore, all staff at the College are driven by a strong mission to provide educational excellence to every single student.

We pride ourselves on ensuring that every member of staff is supported to also be the very best that they can be in whichever role they have in our College. We have a number of core benefits which include competitive rates of pay when compared to the maintained sector; access to a contributory pension scheme relevant to your role; access to a Health Cash Plan; a designated personal day each year for you to use as you wish; Westfields Rewards scheme; enhanced parental leave policies; and tailored Continuous Professional Development (CPD) for every role.

I look forward to meeting you in person.

Lucy Oragano,

Principal

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Working at Conisborough College

We are proud to be part of United Learning Trust, our schools work as a team and achieve more by sharing than any single school could. Our subject specialists, group-wide intranet, own curriculum, and online learning portal all help us share knowledge and resource, helping to simplify work processes and manage workloads for an improved work-life balance.

As a Group our staff are better rewarded: with good career opportunities, benefits, and ultimately, the satisfaction of helping children to succeed. We invest in our staff wellbeing, it's our core ethos which we call 'the best in everyone'.

Central Office staff work closely with schools, offering a wealth of expertise to underpin our knowledge. The specialist departments, including HR, finance, technology, strategy and performance, estates, and marketing, work alongside dedicated school improvement teams.

Committed to having a diverse and representative team

We welcome applications from everyone committed to our ethos and would particularly welcome applications from black and minority ethnic candidates, who are currently under-represented in the Group as a whole. We always appoint on merit.

Flexible Working

At United Learning, we value the dedication, professionalism and hard work of our teachers, support staff and school leaders, and strongly believe that everyone should be able to do their job without sacrificing a family life or compromising their well-being. We are committed to encouraging and enabling flexible working opportunities throughout our schools wherever possible and will support employees seeking to work more flexibly.

Find out more about working with us at <https://www.conisboroughcollege.co.uk/work-with-us>

Important information

United Learning is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share this commitment.

All positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) and shortlisted candidates will be subject to an online check. We also kindly request permission to seek references ahead of the interview process.

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Administration & Reprographics Officer - Job Description

Post:	Administration & Reprographics Officer
Responsible to:	Senior Officer Manager
Salary Range:	United Learning Support Staff Pay Scale point 13: Actual £30,438.25 (F.T.E £35,275).
Working Pattern:	39 weeks per year, 37.5 hours per week

Purpose:

Under the guidance of senior staff, be responsible for undertaking administrative and reprographic processes within the school.

Assist with the planning and development of the school's general office services.

Provide general support in reprographics, including the preparation and maintenance of resources and printing required to support staff and pupils

Responsibilities:

- Undertake reception duties, answering routine telephone and face-to-face enquiries and signing in visitors
- Deal with complex reception/visitor matters
- Assist in arrangements for school trips, events, etc.
- Provide general clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms, and respond to routine correspondence
- Manage and maintain manual and computerised records/management information systems records
- Produce lists/information/data as required e.g. pupils' data
- Undertake typing, word-processing and other IT-based tasks
- Provide personal, administrative and organisational support to other staff
- Sort and distribute mail
- Undertake administrative procedures
- Provide advice and guidance to staff, pupils and others
- Use specialist skills, training and experience to support pupils
- Create and maintain a purposeful, orderly and productive working environment
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials
- Carry out whole school reprographics tasks, including printing and specialised resource production
- Contribute to planning, development and organisation of systems/procedures/policies
- Be responsible for maintaining records, information and data, producing analysis and reports as required
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- Maintenance of specialist equipment (reprographics – printers and photocopiers), check for quality/safety, undertake specialist repairs/modifications within own capabilities and arrange for other repairs/modifications to be carried out by others
- Demonstrate and assist in the safe and effective use of specialist equipment/materials
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person

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- Be aware of and support diversity and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- To ensure that reprographic requests are dealt with accurately and in a timely manner

Other:

- To receive all visitors in a courteous manner and direct them as appropriate and in compliance with the school's code of practice and ethos.
- To always present the school in a positive manner
- To carry out any other duties in line with the level of responsibility of the post at the direction of the Senior Leadership Team
- To assist as a First Aider when required – full training will be provided
- To assist with break and lunch supervision when required

This job description is not intended to be all-inclusive, and the successful candidate is expected to be flexible and proactive in meeting the needs of the school and willingly undertake any further duties required that are commensurate with the role.

This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children, and positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the United Learning Equal Opportunities Policy and Code of Conduct.

Notes:

The job description may be amended at any time through discussion between the post-holder and the Principal, and will in any case be reviewed annually as part of the Performance Management Process. In reviewing the job description, account will be taken of:

The successful candidate should carry out professional duties in accordance with and subject to conditions of employment as set out in their contract.

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Person Specification- Administration & Reprographics Officer

The selection panel will base its selection process on these criteria. At each stage of the process, the panel will assess the merits of each application to determine how far the criteria have been met.

	Essential	Desirable
EDUCATION/QUALIFICATIONS		
Previous experience working in an educational establishment with children of relevant age	X	
Excellent numeracy/literacy skills	X	
Grade (8-6) (A-C) in English & Maths	X	
Willingness to undertake training appropriate to the post	X	
KNOWLEDGE AND EXPERIENCE		
Good understanding of Child Protection processes	X	
Experience in administrative functions in a fast-paced environment	X	
Effective use of ICT and other specialist equipment/resources	X	
Ability to relate well to children and adults	X	
Work constructively as part of a team and understand school roles and responsibilities	X	
Ability to self-evaluate learning needs and actively seek learning opportunities	X	
SKILLS, BEHAVIOUR AND QUALITIES		
Good communication skills.	X	
Good IT skills (especially Word, Excel)	X	
Confident when dealing with the unexpected, tackles challenges with energy and enthusiasm	X	
Ability to work effectively as a team	X	
Always liaise with staff/students/parents/carers in a professional manner	X	
Act as a role model	X	
Ability to work as part of a school-based team and develop good working relationships	X	
Ability to relate well to students and adults and to build effective relationships with students and their parents/carers	X	

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Find out more

If you have questions to ask or just want to visit the school, please get in touch!

For more detailed information about the curriculum at Conisborough College

And to keep up to date with activities at the school, visit our website.



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