

Resources Assistant

Applicant Pack



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The vacancy

Post advert

Deadline for applications:	11.59pm on 16 July 2026
Interviews to be held:	Week beginning 27 July 2026
To start:	01 September 2026

We are currently seeking to appoint an enthusiastic, well organised, and flexible individual to join the support services team as a Resources Assistant.

This post will have day to day responsibility for our in-house reprographics and resources provision, in addition to providing general administrative, clerical and reception support as and when required.

You will therefore need to have excellent communication and prioritisation skills, be able to adapt easily to shifting demands and have a flexible approach to work situations.

The role is typically worked 8:00 – 16:00 Monday to Thursday and 8:00 – 15:30 on Friday term time and two weeks during the summer holidays. We recognise the importance of flexible working and, for the right candidate, we are happy to consider alternative working patterns that meet the needs of both the successful applicant and the school.

Role summary

Post title:	Resources Assistant
Profile:	BS2
Grade:	3
Grade spinal point range:	SCP 5 to 6
Salary:	£25,583 - £25,989 (pro rata £23,132 - £23,499)
Accountable SLT post:	Business Support Services Manager
Line manager (if different):	PA to Head of School
Staff to be supervised or line managed by post holder:	N/A
Post holder will work with:	SLT, Other teaching and support staff
Holiday and sickness relief:	By and for other administrative support staff
Purpose of post:	To provide an effective efficient and high quality general resources and reprographics service across the whole school.
Version revised:	December 2021

Contract:

Permanent

37 hours/41 weeks

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at www.chorustrust.org/policies.

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

The specific duties and responsibilities include but are not limited to:

Specific duties and responsibilities

To provide an accurate, effective, efficient and timely resources and reprographic function across the whole school to the standards required by the Trust. This will include but not limited to:

- Provision of a reprographics service (e.g. photocopying, printing and scanning) and preparing documents (e.g. booklets) for all areas of School.
- Provide laminating and binding service as required.
- Ensure the preventative maintenance programme, for resources dept. equipment in place is adhered to, ensuring a safe and tidy working environment is maintained.
- To arrange call outs and liaise with the appropriate engineers in case of reprographics machinery failure.
- Routinely clean and maintain reprographics and resources equipment, and ensure that stock levels of all paper products are monitored and orders placed in a timely manner.
- Prepare information relating to the use of copier machines / processing of bulk copying work as required by the Business Support Services Manager.
- Maintain a stock level ordering system for the stores of stationery relating to reprographics, placing orders as required in line with budgetary constraints.
- Administer and record the issue of stationery requests for recharging departments.
- Maintain the school wide display plan and support departments with refreshing displays as requested.
- Under the direction of the Business Support Services Manager maintain general copyright licences and records, making any necessary returns.
- Assist with distribution of goods and equipment.
- Provide resources support for events, ensuring audio and visual systems are provided as appropriate and photographing/video of events as required.
- Provide cover for the reception team, answering phone calls, managing visitors and dealing with general staff and student queries.
- Provide support to the school admin team during busy periods undertaking general administrative and clerical duties.

Support for the trust/school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.
- From time to time, to meet the needs of the trust, you may be asked but not expected to work hours additional to your normal working hours. The trust will give you as much notice as possible and you will be paid/recompensed for such work. Situations where this might be required are, for example: relevant key school events such as open evenings, exam results days, trips, clubs, training etc.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

Person Specification

Job Title: Resources Assistant

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
Experience of working in a school environment.		✓	A

Experience of working in a Resources Department and/or using reprographics equipment in a busy office environment.	✓		A
Ability to prepare and collate printed materials, booklets and leaflets ensuring corporate standards and branding are followed.		✓	A
Basic IT skills in Microsoft Office: Word, Excel, email, PowerPoint, publisher and photoshop.	✓		A / I
Competence in handling, manipulating and maintaining a range of resources/office-based equipment.	✓		A / I
Experience of working with and supporting others.		✓	A / I
Ability to identify work priorities/manage own workload.	✓		A / I
Be able to maintain accurate records and inventories.	✓		A / I
Be able to lift and move equipment.		✓	A
Experience of dealing with queries and enquiries by telephone or face to face.		✓	A / I
Qualifications			
Good level of literacy and numeracy eg GCSE Maths and English at grade 4 or above.	✓		A
First Aid training			A
Other skills			
Communicate effectively with people at all levels eg school staff, students, governors and external contacts/ suppliers.	✓		I
Work effectively as part of a team recognising own role as a team member.	✓		A / I
Able to maintain a positive focus, accepting constructive criticism positively and learning from it.	✓		A / I
Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality.	✓		I
Ability to learn from experiences.	✓		I

Ability to carry out instructions accurately and effectively as directed by line manager.	✓		I
Demonstrate customer care.	✓		A
Ability to work alongside young people (not necessarily in school environment).	✓		A / I
Interpersonal skills			
Ability to maintain confidentiality	✓		A
Accuracy when receiving information (verbally and written) and communicate information effectively and accurately.	✓		I
Able to make a positive contribution to the team.	✓		A
Able to reflect on performance and further develop own knowledge and skills to improve performance.	✓		I
Maintains standards set by the organisation.	✓		I
Take responsibility for own actions.	✓		I
Ability to work alone unsupervised and manage own workload.	✓		A / I
Child protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I

Silverdale School & Sixth Form

Silverdale School is an extremely popular and high achieving 11-18 comprehensive in the south west of Sheffield and is the founding school of Chorus Education Trust. Silverdale has 1,450 students on roll including 450 in Silverdale Sixth Form. In 2020 it was named the Sunday Times Top State Secondary School in the North of the Decade, in recognition of its sustained success.



Silverdale has an excellent record of student achievement at both key stage 4 and key stage 5. At our heart is one of the country's original teaching school hubs, the South Yorkshire Teaching Hub, which includes the Sheffield Teacher Training Alliance and National Modern Languages SCITT.

At Silverdale, we benefit from a new building with excellent facilities, which was expanded in 2023 to provide further state of the art teaching facilities and a dedicated Sixth Form centre.



In addition to trust-wide benefits for all staff, those at Silverdale School also have access to:

- Supportive and friendly staff and leadership team.
- Free staff parking.
- Opportunity to be part of the varied extracurricular offering, including Duke of Edinburgh's Award programme.

You can view the school website at: www.silverdale.chorustrust.org.

Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is ‘Outstanding Achievement for All’. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:



An ethos of being a **force for good**; of being part of a team that enables ‘outstanding achievement for all’.



Leading edge **training and development** through the South Yorkshire Teaching Hub.



Competitive **pension schemes**: Teacher’s Pension Scheme (teaching staff) and local government pension scheme (support staff).



Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes, plus **free annual flu jabs** with Boots Corporate Health and **free eye tests** with Specsavers.



A **collaborative environment** encouraging knowledge sharing and support.



Term-time only contract postholders have the freedom of having **school holidays** off.



Career progression opportunities within a growing, local trust.



Support for **flexible working** arrangements.

You can read more about Chorus Trust at www.chorustrust.org.