



Westfield School

Resources Assistant

Applicant Pack



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The vacancy

Post advert

Deadline for applications: 11.59pm on 6 Sept 2026

To start: ASAP

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, (e.g. photocopying, printing and scanning) and preparing documents (e.g. booklets). In addition the role will provide general administrative, clerical and reception support as and when required, as well as maintaining displays around school.

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 requires an individual who can work 8am – 4pm Monday to Thursday and 8am – 3.30pm on Friday term time plus one week during the summer holidays.

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 £22,569 - £22,928)	
Accountable SLT post:	Business Support Services Manager	
Line manager (if different):	Office Manager	
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/40 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
Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality.	✓		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

Westfield School

Westfield School has a strong local reputation and has recently been oversubscribed. We are an ambitious and improving secondary school, with expanding 11-16 provision. We currently have over 1300 students and seek to provide outstanding achievement for all.

We are really proud of our school and our students. Our expanding curriculum is ambitious and enriched with our exam results improving year on year.

The environment in which we work is modern and vibrant with great facilities including generous grounds, bright classrooms with modern IT, fabulous sports facilities including astroturf and swimming pool.



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

- Supportive and friendly staff and leadership team.
- Excellent public transport links and free staff parking.
- Free access to on-site leisure facilities including swimming pool and gym.
- Opportunity to be part of the varied extracurricular offering, including Duke of Edinburgh's Award programme.
- Staff wellbeing and fitness programme, run in conjunction with Sheffield United.

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

Chorus Education Trust

We believe that every young person has the capacity to achieve beyond their expectations. As a multi-academy trust, we are committed to providing every child in our care with the best education we can in primary and secondary schools across South Yorkshire and Derbyshire. We also train and develop teachers to make sure our children have access to the very best educational thinking and practice.



As a Trust, we believe that every young person has the capacity to achieve beyond their expectations. Our mission is to work together to empower everyone to thrive and succeed. Our vision is that the Chorus community is cared for and supported to be the best they can be.

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'.



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



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



Career progression opportunities within a growing, local trust.



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



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.



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



Support for **flexible working** arrangements.

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