

Secondary

Academy
Transformation
Trust

School and Reprographics
Administrator

Application Pack

Sutton Community Academy
Sutton-in-Ashfield
Nottinghamshire

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01. Welcome from the CEO

Welcome from the Chief Executive

Thank you for your interest in joining Academy Transformation Trust. Choosing the right next step in your career is an important decision, and I am delighted that you are considering doing so with us.

At ATT we are driven by a simple but profound belief: every child can and should become capable, competent, and confident. Our purpose is to transform lives through education, and our strategy, ATT2030, sets out how we will achieve this for every pupil, every colleague, and every community we serve.

We know that people are at the heart of everything we do. Our trust thrives because of the talent, dedication, and values of our colleagues. If you choose to join us, you will become part of a high-trust, high-accountability organisation where principals are empowered to lead, colleagues are supported to grow, and everyone is united in the moral purpose of education.

We are ambitious for our pupils and ambitious for our people. Across the trust you will find a culture of collaboration, professional excellence, and deep care for one another. We celebrate hard work, integrity, and teamwork, and we create opportunities for everyone to flourish.

I wish you every success with your application. Whether or not you go on to join us, I hope you will recognise that ATT is a community committed to excellence, to belonging and becoming, and to ensuring that all of us – pupils and adults alike – leave more capable, more competent, and more confident than when we arrived.

With best wishes,



Mark McCourt
Chief Executive Officer



02. About Academy Transformation Trust

About Academy Transformation Trust

At Academy Transformation Trust (ATT), our ambition is that every person who passes through our schools and colleges becomes an educated person – able to take a rightful place in the community of educated people and to join what Robert Maynard Hutchins called “the Great Conversation.” An ATT education stresses history, the scientific mode of thinking, the disciplined use of language, a wide-ranging knowledge of the arts and religion, and the continuity of human enterprise. We aspire for everyone, regardless of their starting point, to leave us capable, competent, and confident.

Our Values

ATT2030 sets a values-driven culture that is explicit about how we work and lead:

- **Belonging & Becoming:** we meet each child where they are and refuse to leave them there – giving them both roots and wings.
- **Integrity & Excellence:** we act ethically, celebrate excellence, and pursue high standards in all that we do.
- **High Trust, High Accountability:** decision-making sits close to pupils and communities; principals are trusted as strategic leaders; the central team acts as expert partner; accountability is professional, dialogic, and focused on learning and improvement.

Our Three Goals

Everything in ATT2030 is organised around three interlinked goals that describe the kind of people – pupils and adults – we are forming:

- **Capable:** equipped with the knowledge, skills, and emotional readiness to perform to a high standard, adapt to change, and contribute meaningfully.
- **Competent:** possessing the knowledge, habits, and judgement to get things done – well, reliably, and independently – handling setbacks and making steady progress.
- **Confident:** feeling safe, happy, and known – secure enough to take risks, speak up, and grow with purpose and integrity.



Our Nine Aims (by 2030)

These goals translate into nine aims that define success for ATT by 2030:

Capable

1. Professional Excellence – skilled professionals delivering consistently high standards.
2. Fluent Learners and Thinkers – confident, curious learners fluent in communication and technology.
3. Multiple Pathways to Success – diverse routes that recognise varied talents and passions.

Competent

4. Purposeful, Knowledge-Rich Learning – rigorous, meaningful learning that enriches lives.
5. Unwavering Focus – purposeful use of time and energy on what matters most.
6. Strength Through Challenge – resilience built by tackling challenge and learning from it.

Confident

7. Valued and Empowered Individuals – everyone known, valued, and supported to be their best.
8. Leading with Integrity, Celebrating Excellence – values-led leadership and cultures that recognise excellence.
9. Moments That Shape Us – deliberate rites of passage and significant experiences that foster growth and self-discovery.

Our Approach to Working Together

We are building a high-trust, high-accountability organisation. Principals are empowered as strategic leaders of their academies; the central team provides expert challenge, support, tools, and evidence; accountability is reframed as professional dialogue aimed at continuous improvement, not blame. This is how we ensure that every child leaves us capable, competent, and confident.



03. Academy Information



Sutton community Academy is part of the Academy Transformation Trust family of academies.

Sutton Community Academy was graded 'Good' in all areas by a recent Ofsted inspection; we provide the best opportunities for all our students toward helping them to achieve excellent academic qualifications.

We are a unique and highly successful academy and are proud of our students' achievements in GCSE and AS/A-level, alongside our great vocational offering. We ensure our curriculum is kept broad enabling every child to have full opportunity to reach their full potential.

This success is build upon valuing and nurturing the talents of all our students, which is supported by our brilliant academic, vocational and leisure activities, equipping all our students with the tools needed for Higher Education, apprenticeships and employment.

The Academy is renowned nationally for its work and impact upon the local community, which have played a major role in creating a lifelong community resource in Sutton-in-Ashfield. Community really does sit at the heart of what we do; developing and nurturing the future generations is something we're very proud of and always strive for.



04. Job Description

Job Description

School and Reprographics Administrator

Purpose of the Role:

To provide a professional and friendly reception service, and handle incoming and outgoing communications. To provide efficient reprographics services to the Academy.

Responsibilities:

- Act as first point-of-contact for all visitors and callers to the Academy, ensuring the signing-in policy is adhered to and all safeguarding checks are made; calls are passed through to the appropriate department or messages are taken, as appropriate.
- On occasion, conversations with visitors or callers may be difficult. The Receptionist must remain calm and diplomatic at all times and assist in resolving the matter.
- Provide an efficient reprographics service to the Academy, including:
 - Providing physical and digital reprographics service to staff, student and FE college clients.
 - Use of IT to design and produce marketing and operational literature, documents, booklets and other print media for the Academy.
 - Determining the need for equipment and arranging purchase/hire where necessary.
 - Prioritise workloads to meet the requirements of staff.
 - Maintain a record of work undertaken in order to supply departments with accurate costings for their capitation budgets.
 - Ensuring adequate stock of materials are available for immediate use, including re-stocking of basic stationery supplies, as agreed with the Senior Team.
- Provide administrative support, as directed.
- Assisting students, parents and staff with queries or problems, or signposting to the correct department/person.
- Maintain an up-to-date knowledge of systems in use in the Academy, including identifying and attending relevant CPD events.
- Supporting continuity as required due to staff absence within the Data Team.
- Supporting and administering First Aid as part of the First Aid Rota (training will be provided).
- Any other duties within the grade and nature of the job.

Safeguarding:

- Individuals have a responsibility for promoting and safeguarding the welfare of children.
- To have due regard for safeguarding and promoting the welfare of children and to follow the child protection procedures adopted by the academy.

The duties and responsibilities of this post may vary from time to time according to the changing demands of the academy. This job description may be reviewed at the reasonable discretion of the Principal in the light of those changing requirements and in consultation with the postholder. In any event the Principal reserves the right to review and amend the job description.

The Job Description is a description of the job to be undertaken and performed to the satisfaction of the Principal by the postholder. It does not form part of the contract of employment. Academy Transformation Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment by observing the academy's Safeguarding policies and procedures.

05. Person Specification

Person Specification

School and Reprographics Administrator

	Essential	Desirable	How will this be demonstrated
Professional Qualifications and learning	<ul style="list-style-type: none"> • Good educational background, including GCSE's in Maths and English (A*-C / 9-4) or equivalent 	<ul style="list-style-type: none"> • First Aid qualification or willingness to undertake • Knowledge and understanding of education systems 	<ul style="list-style-type: none"> • Application Form/Checking and Original Copy evidence
Experience	<ul style="list-style-type: none"> • Experience of working in a busy office. • Excellent interpersonal skills, particularly when dealing with members of the public. 	<ul style="list-style-type: none"> • Previous experience of working in a school environment 	<ul style="list-style-type: none"> • Application form • Interview • References
Competencies	<ul style="list-style-type: none"> • Good communication skills, oral and written and maintains a high standard of professionalism • Good ICT skills • Adaptable- Flexible and responsive to the varied needs of a busy school office and reprographics service. • Works collaboratively with colleagues and contributes positively to the wider school community. • Good time management and organisational skills, prioritising tasks and work well under pressure whilst maintaining attention to detail. • IT Proficiency with Competent use in the use of email, Mi- 	<p>Applicants may be strengthened by knowledge and understanding of:</p> <ul style="list-style-type: none"> • Relevant safeguarding qualifications. • Ability to manage own workload to ensure appropriate work/life balance. • Willingness to continually develop knowledge and learn new skills to respond to the varied needs of the academy. • Rapidly learns new tasks and quickly commits information to memory. <p>Ability to deal with challenging situations in a positive, calm and composed manner.</p>	<ul style="list-style-type: none"> • Application form • Interview • references

	crosoft Office, and repro-graphics equipment (training will be provided as needed).		
Values	<ul style="list-style-type: none"> • Inclusive • Ambitious for all learners • Dedicated to raising the life chances of students 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> •
Other requirements	<ul style="list-style-type: none"> • Committed to own personal development • Committed to Equal opportunities • Flexibility to working practices • Enthusiastic • Positive attitude 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> •



06. Onboarding

Recruitment & Selection

You can expect the following from the Recruitment & Selection process:

Prior to Interview

- Adverts & Candidate packs that give the full detail of the role (responsibilities, pay, development etc)
- A point of contact for the vacancy within the Trusts recruitment team to advise on each step of the recruitment process
- A full and comprehensive vetting process, that meets and exceeds the requirements of Keeping Children Safe in Education 2025 [Keeping children safe in education 2025](#)
- An applicant tracking system that allows you to enter details with ease and receive updates to the progress of you application and or pre-employment checks
- Selection for Interview based upon the Job Description and Person Specification

Interviews

- The opportunity to prepare with enough notice for interview processes
- A meet and greet at the place of work (Academy or Office) with members of the panel. If the Interview is held on Teams an opportunity to meet at later date
- The opportunity to ask questions and have a full interview with discussion around the role

Following the Interview

- You will receive notification as to whether you were or were not successful
- You will be given an opportunity to obtain feedback
- If successful further safer recruitment checks will take place
- You will receive a conditional offer of employment and contracts of employment will not be issued until all checks are received and are satisfactory

Induction

- You will receive a Trust Induction and a localised induction which will give you further information on policies, process and procedures that impact your role
- You should expect regular opportunities to meet with your line manager to address any issues or concerns you may have or to plan any required training you may need
- You should expect to have all the equipment you need to begin your role
- You will have access to the Trusts benefit platform VivUp from day one of employment



What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey

Personal Development (PD) Opportunities for our Colleagues

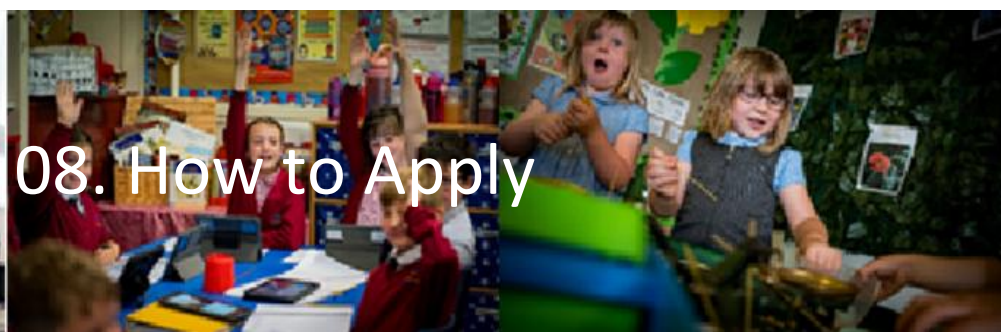
Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise





08. How to Apply

School and Reprographics Administrator

Applying:

For all our Trust Vacancies, please follow the link here: [Vacancies - Academy](#)



Status: Permanent

22.5 hours per week

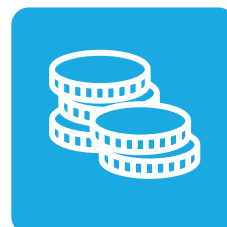
39 weeks per year (term time only)

Salary:

NJC Scale Point 3 - 4

£12,969 - £13,172 actual salary per annum

£24,795 - £25,184 FTE salary per annum



Closing Date:

Tuesday 5th May 9:00am

Start Date:

As soon as possible



Interviews:

To be confirmed

We utilise an application tracking system which will require data from you in order to complete the application process. If you are struggling to access this system or wish to have an informal conversation regarding the role, please reach out to the contact on the advert and they will be able to support you.





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 @AcademyTrust

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