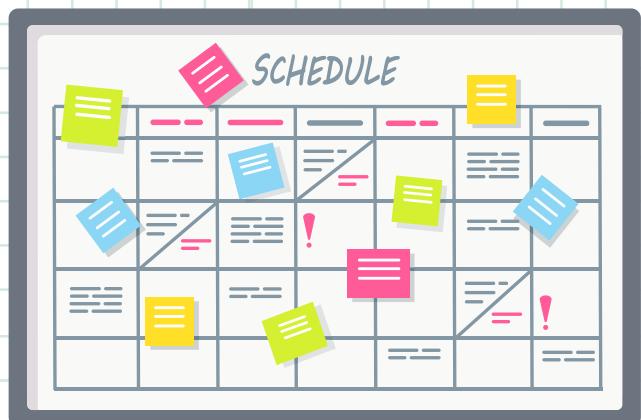


Wootton
Academy Trust

REPROGRAPHICS ADMINISTRATOR

Job Pack



Welcome

from the Executive Headteacher

Dear Applicant,

Thank you for your interest in the post of Reprographics Administrator at Wootton Academy Trust.

We are at an incredibly exciting time in our development. This September, Wootton Upper School will become Wootton Academy, a Year 7 – 11 secondary and grow from 850 to 1150 students. In addition, our popular and oversubscribed sixth form Kimberley College will also change as it focuses on getting students into the country's top universities and degree apprenticeships. The opportunities that come from this are huge, and we need to grow our staff body in key subjects as a result.

Both settings have been inspected in recent times and found to be “Good” across the board – Wootton in November 2024, and Kimberley in May 2023. Teachers can get on and teach because students behave and work hard.

However, we have lots of things we must do better right now for our students and the wider community. We want to run superb schools with great outcomes for all students, enabled by a high-performing, happy staff body, and a reputation as a great place to learn and work. We are working hard to build a strong culture based on great attendance and behaviour by students. And we are developing a curriculum that is ambitious and knowledge-rich, recognises the importance of subject disciplines, and immerses students in the best that has been thought and said.

If you share our passion for knowledge and handing it on to future generations, and are motivated to find out more about us, then please visit our website or get in touch with us for a chat. We'd love to show you around and have you see for yourself a place where teachers can teach and students work hard. Details of the application process are at the end of this recruitment pack.

We look forward to receiving your application.

Yours sincerely,



Mark Lehain
Executive Headteacher

About WAT

TRUST VALUES

Wootton Academy Trust is committed to the pursuit of **excellence**, with an unrelenting drive to ensure that every student makes great progress, achieves exceptional standards and realises their potential.

It is important to us that all students are able to access a wide range of **enrichment** activities in our academies, to realise their full potential and to be able to operate with great **independence** in adult life. Therefore, we are committed to providing all students with lots of diverse **opportunities** including developing their awareness of the importance of British values, of upholding the rule of law, tolerance, respect, democracy and **equality**.

We are committed to providing our students with skills to enable them to play active roles in our **community** and in the wider networks in which we all operate, in **partnership** with others.



“The pursuit of excellence underpins everything we do”



Our **vision** is to operate academies which are genuinely inclusive; Wootton Academy Trust (WAT) strongly believes that its provision should be judged by how its academies nurture the most vulnerable students in their communities to maximise their future social mobility.

We operate caring and supportive communities where everyone is encouraged to flourish. We are committed to providing all our learners the best education possible. We, therefore, nurture high aspirations and work collaboratively with others to provide outstanding opportunities.

It is important to us that everyone knows they are valued, and we will celebrate each student's individual journey as they take their next steps, well prepared for life in modern Britain.

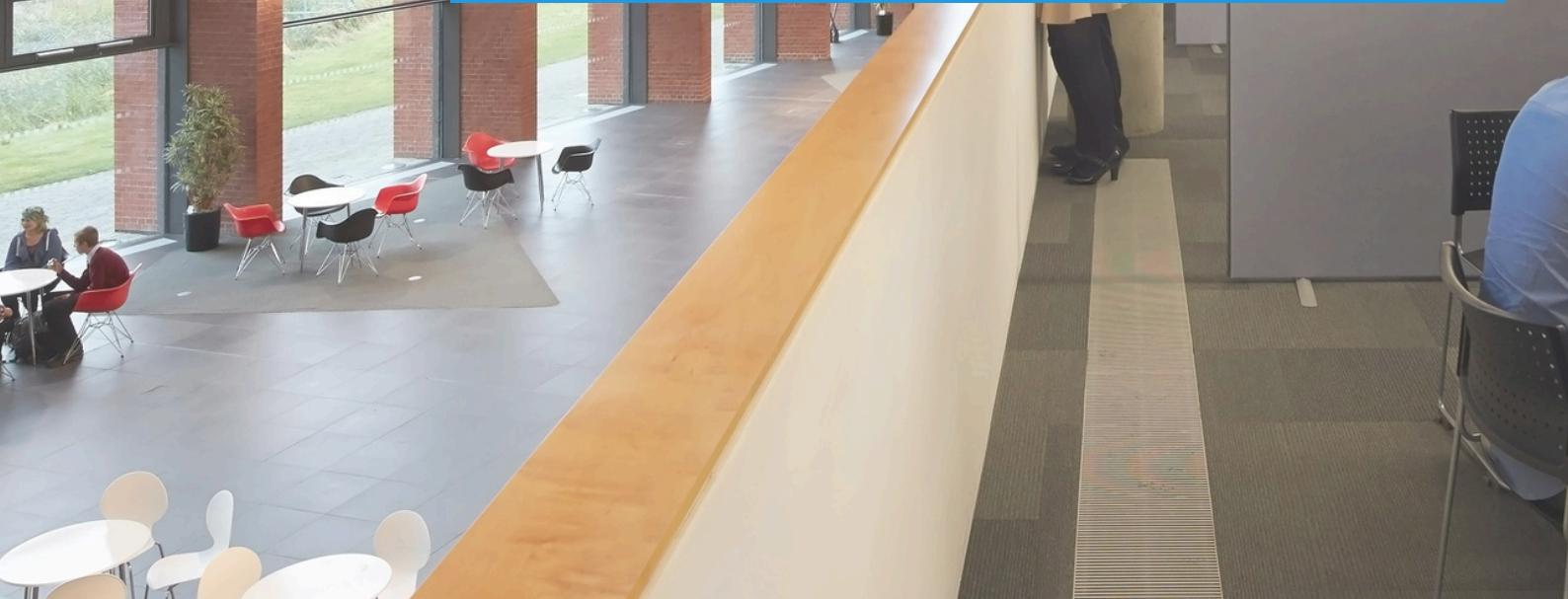
Reprographics/Reception Departments

The Reprographics and Reception Departments serves as the central hub for communication, coordination, and daily operational support at our school and college. It can be the first point of contact for students, parents, staff, and visitors, ensuring that everyone receives a warm welcome and prompt assistance.

Key Responsibilities:

- Offer a high quality and efficient reprographics service to staff across the Trust
- Front Desk Services: Greeting visitors, managing sign-ins, and ensuring a safe and friendly environment.
- Communication: Handling phone calls, emails, and inquiries from parents, students, and the community.
- Student Services: Assisting with attendance records, late arrivals, early departures, and distributing relevant notices or forms.
- Staff Support: Providing administrative support to teachers and school leadership, including scheduling meetings and managing documentation.
- Logistics: Coordinating mail, deliveries, and school supplies.

The team consists of 7 members, who work across both sites.



Key Facts

	 Wootton Upper School	 Kimberley Sixth Form
Last Ofsted	Nov 24	May 23
Ofsted Judgement	Good in all areas	Good
PAN	297 students 10 forms of entry	350 students (2024)
Year Established	1975	2013
Type of School	Converter Academy part of Academy Trust	Sixth Form Free School part of Academy Trust
Age Range	13-16	16-19
Number of Students on Roll	875 (rising to 1150 in September 2026)	750
Number of Students in Sixth Form	N/A	As above
% of SEND Students	16%	6%
% of EAL Students	7%	18%
% FSM Students	18%	7%
% of Pupil Premium Students	21%	8%
School Website	https://www.woottonupper.co.uk/	https://www.kimberleycollege.co.uk/

About the role

To support the Trust by providing an efficient and responsive reprographics service offering information and support for students and staff. To provide cover for Reception and provide administrative support for the Trust as needed.





Job Description

Job Title	Regraphics Administrator
Reporting to	Executive Assistant to EH & CFOO
Line Management responsibility	N/A
Hours	<p>37 hrs per week - Term time only (incl. 5 training days)</p> <p>08:00-16:00 Monday - Thursday and 08:00-15:00 Friday (including 30 minutes unpaid lunch)</p> <p>Part time hour requests will be considered at interview/appointment stage</p>
Location	Wootton Upper School & Kimberley College
Salary Scale	Level 2A, Point 3-4, £21,304 - £21,638 pro-rated (actual gross salary) per annum



Reprographics (Approximately 70% of the week)

- Provide a printing lesson resources service for teachers and staff general printing, including laminating and binding.
- Plan ahead to prepare for high printing demand periods and inform staff of timescales of printing completion.
- Ensure the department is well stocked with consumables, including paper stock, printer toner and return old cartridges to Ricoh Recycling.
- Use the Ricoh online system to report system faults.
- Keep a record of department printing totals for costs/budgeting purposes.
- Work with the reprographics team to continually improve the service and suggest ways to make processes streamlined and efficient.
- Preparing and producing displays to support the culture if the School and College.
- Review reprographic requests that arrive, offer guidance/support/alternative options as appropriate. Check work request for errors before printing.

Reception (Approximately 30% of the week)

- Enhance the school/college image by dealing with all visitors/callers promptly, politely, efficiently, and consistently.
- Provide a straightforward, accessible, consistent line of communication for visitors, through face-to-face contact and dedicated telephone/switchboard and email provision.
- Receive and welcome visitors and advise appropriate staff on arrival as well as keeping a comprehensive record of all visitors to the school/college.
- Record and sign visitors in and out of the school/college using the school visitor management system and ensure visitors are issued with visitor passes, appropriate lanyards and other information e.g., Safeguarding Information Booklet.
- Contribute to the smooth running of the school/college reception and office.
- In the event of a fire and/or any other emergency requiring staff to leave the building, to be responsible for ensuring that the visitors report, and staff movement sheets are removed from Reception and taken to the evacuation meeting point.

General Duties & Responsibilities (Worked flexibly around other duties)

- To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
- To undertake further training as required, including First Aid training and act as a First Aider.
- To undertake any other duties of a similar level and responsibility as may be required.
- To undertake general administration tasks to support the Trust as needed.
- Flexibility to work overtime as and when required to meet the Trust's needs.
- Provide logistical support for meetings and events held at the school/college to include preparation of meeting and conference rooms and assist in arrangements for catering provisions as required.

Person Specification

CRITERIA	ESSENTIAL (E) DESIRABLE (D)		WHERE ASSESSED
	E	D	
QUALIFICATIONS			
Educated to GCSE Level with 5 passes C+/4+ including English and Mathematics or equivalent.			A
First Aid Qualification or willingness to undertake			A
EXPERIENCE, SKILLS & KNOWLEDGE			
Previous experience of working in a customer facing administrative or reception role			A, I, R
Experience of operating a switchboard.			A, I, R
Excellent telephone manner – courteous, calm and efficient.			A, I, R
Good IT skills.			A, I, R
Excellent communications skills including verbally, in writing, face to face and over the telephone.			A, I, R
Excellent interpersonal skills.			A, I, R

Ability to work effectively within a team and on own initiative.			A, I, R
Good organisational skills			A, I
Ability to prioritise and cope with conflicting demands, deadlines, and interruptions.			A, I
Ability to communicate clearly and effectively.			A, I, R
Ability to undertake a wide range of clerical, administrative and general duties.			A, I, R
Previous experience in a similar post			A, I, R
Previous experience of working in a school environment			A, I, R
PERSONAL COMPETENCIES & QUALITIES			
Ability to deal tactfully, diplomatically and confidently with telephone callers and visitors.			A, I, R
Have a good eye for detail			A, I, R
A proactive, efficient and friendly disposition, with the ability to communicate with pupils, staff and other external agencies.			A, I, R
Demonstrates a “can do” attitude including suggesting solutions, participating, trusting, and encouraging others and achieving expectations.			A, I, R

Is adaptable to change/embraces and welcomes change.			A, I, R
Has the ability to learn from experiences and challenges.			
Integrity and confidentiality to be maintained at all times.			A, I, R
Willingness to be flexible.			A, I, R
Be trustworthy and reliable with a good sense of humour.			A, I, R

Key: A = Application I = Interview R = References

PLEASE NOTE: The Selection Panel will use the Person Specification criteria above to shortlist. Please demonstrate how you meet the criteria in order to be shortlisted

EMPLOYEE BENEFITS



- COMPETITIVE SALARIES



- TPS AND LGPS DEFINED CONTRIBUTION PENSION SCHEMES



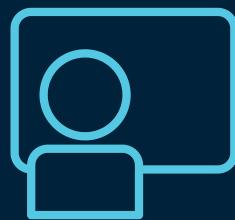
- A COMPREHENSIVE EMPLOYEE ASSISTANCE PROGRAMME



- HIGH QUALITY CPD PATHWAYS



- GENEROUS HOLIDAYS



- AN EXCEPTIONAL ECT INDUCTION PROGRAMME

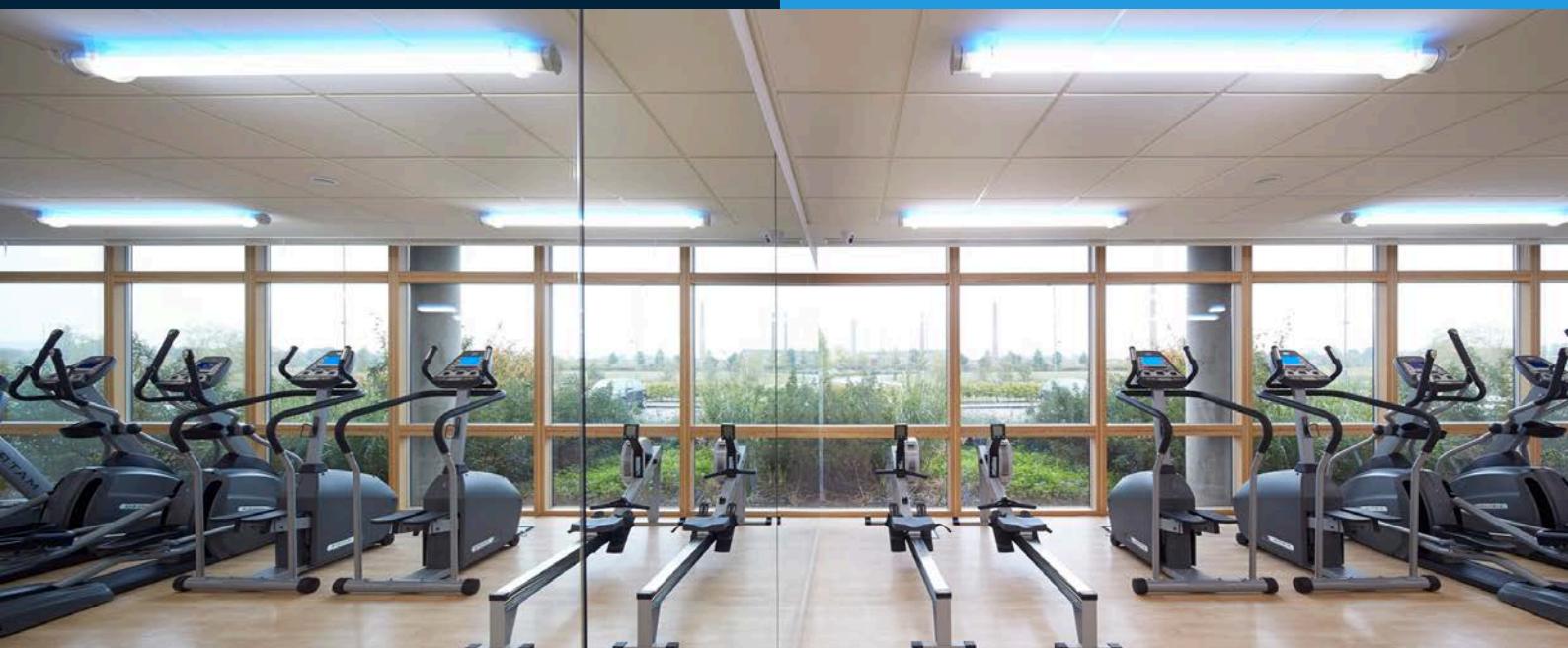


- FREE GYM AND SHOWER FACILITIES



- INDIVIDUAL DIGITAL DEVICES FOR STAFF

- ON-SITE COFFEE SHOP



How to Apply



APPLICATION PROCESS

To apply, please send the completed Application Form via MyNewTerm
<https://mynewterm.com/jobs/5411/EDV-2026-WAT-72141>

Your supporting statement should demonstrate how you meet the requirements set out in the Person Specification.

CLOSING DATE

12:00noon on Friday 6 February 2026 Please apply at the earliest opportunity. We reserve the right to close the vacancy early should we receive applications from outstanding candidates.

INTERVIEWS

Shortlisting will take place upon receipt of applications. Interviews will be held w/c 9 February 2026.

References will be taken up shortly after shortlisting and prior to interview using the contact details you supply on your application form.

NOTIFICATION & FEEDBACK

Candidates who have been interviewed will be notified of the outcome as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached. Unsuccessful candidates will also be given constructive feedback.

SAFEGUARDING

The Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates are expected to demonstrate a sound understanding of the leadership of and contribution to a safeguarding environment. The successful candidate will be required to undergo an enhanced DBS with barred list check followed by safeguarding training as part of their induction.

DATA PROTECTION

As part of our recruitment process, Wootton Academy Trust collects and processes personal data relating to job applicants. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. For further information about this and to read our Data Protection and Freedom of Information Policy, please visit the school's website.

Thank you for your interest

