



BRANNEL SCHOOL

EXCELLENCE | CREATIVITY | COMMUNITY

Reprographics and Resourcing Administrator

Recruitment Pack

£12,660.06 - 14,421.32 Annually
(actual)

Exceptional Educational Experience



Dan Morrow
Trust Leader



Rich Baker
Deputy Trust Lead

Welcome

At Cornwall Education Learning Trust (CELT), our mission is clear: to provide every learner with an **exceptional educational experience**. One that enables them to thrive, achieve and succeed in life. We believe in a **100%** mindset, that every learner, in every classroom, in every school, deserves the very best we can offer. For us, 100% means no compromise: no learner left behind, no community overlooked, and no opportunity wasted.

Our strategic goals reflect this ambition. We are committed to empowering and growing our people, building an ambitious all-through entitlement, forging exceptional relationships with our communities, transforming provision through meaningful partnerships, and leading an ethical, effective and innovative organisation. These are not just aspirations; they are promises that shape the way we work and the culture we are building together.

Joining CELT means becoming part of a values-driven trust where collaboration, innovation, and care for people are at the heart of all we do. If you share our 100% mindset, are passionate about education, and want to make a tangible difference to learners and communities across Cornwall, we would be delighted to welcome you to CELT.

A handwritten signature in blue ink that reads "Dan Morrow". The signature is fluid and cursive, written in a professional style.

Dan Morrow
Trust Leader

EXCEPTIONAL
EDUCATIONAL
EXPERIENCE

100%





Welcome from our Chair of Trustees

Our values are at the heart of everything we do. We believe in the power of **Collaboration**, building strong relationships and working together as one team to achieve our collective goals. We are committed to **Empowerment**, creating a culture where initiative, innovation and trust flourish, and where every individual feels valued, respected and motivated.

As a Trust, we are grounded in promoting **Leadership**, sharing a moral and ethical purpose to improve the lives of others and make a lasting difference for our learners and communities. And we embrace **Transformation**, approaching change positively so that we can all become our best selves and do our best work.

These values guide every decision we make and every action we take. They are the foundation of our Trust and the reason we can offer such exceptional opportunities for our learners and staff. If you choose to join CELT, you will be part of a values-driven organisation where people are supported to grow, contribute, and thrive.

Sally Foard
Chair of Trustees



Sally Foard
Chair of Trustees





Cornwall Education Learning Trust

Our Family of Schools

Our family of schools have the privilege of educating 9000 learners across mid-Cornwall. We are passionate about collaborating and ensuring 100% of our learners have an exceptional educational experience.



9000
LEARNERS



1200
CELT STAFF



16
SCHOOLS



OUR SCHOOL

Brannel is a popular secondary school situated in the heart of rural Cornwall, approximately 10 miles between Newquay on the north coast and beautiful St Austell Bay on the south coast.

The school currently offers 950 places to learners ages 11-16.

Brannel School's facilities are second to none - the building was completely redesigned and rebuilt in 2011 as a 'School of the Future' at a cost of over £17m, since then, additional facilities have been built to accommodate the increased popularity of the school.

There is a shared vision for learners to achieve highly and develop strength of character during their time at Brannel School. There is a strong sense of being part of a community.

Learners with special educational needs and/or disabilities (SEND) are fully included in the life of the school. Teachers receive suitable training and know the needs of their learners well. The school works in partnership with a separate ARB which is based on site.

The most recent academic outcomes for the school show a significant improvement, with students achieving for the first time in the school's history, a positive progress 8 score. The school has one of the highest percentages of disadvantaged students in Cornwall.

Brannel School's Combined Cadet Force began in 2024 and is an enrichment opportunity open to all learners to help develop important skills such as leadership, teamwork and resilience.

The school was judged to be Good in all areas in its most recent full inspection in 2022.

We are seeking a dedicated, organised, and creative member of support staff to join our team as Reprographics and Resourcing Administrator. This dual role is ideal for someone who is passionate about literacy, enjoys working with young people and has excellent administrative and technical skills.

The successful candidate will lead the development of our school library as a vibrant, inclusive learning environment, while also providing essential reprographics and administrative support across the school.

F grade: £12,660.06 - £14,421.32

22.5 hours per week

39 working weeks per year (term time + 5 days)

To discuss this role or to arrange a visit, contact Mr Tristan Muller-Forster via tmuller-forster@brannel.celtrust.org.



Reprographics and Resourcing Administrator

Purpose of the role

To lead the development of our school library as a vibrant, inclusive learning environment, while also providing essential reprographics and administrative support across the school.

Key responsibilities

Library:

- Manage the day-to-day operation of the school library, ensuring it is welcoming, well-organised, and accessible to all learners.
- Promote reading for pleasure and academic success through creative campaigns, displays, clubs, and events.
- Support learners with research, reading choices, and independent learning.
- Maintain and develop the library catalogue, resources, and systems.
- Work with teaching staff to support curriculum-related reading and literacy projects.

Reprographics and administration:

- Provide high-quality printing, copying, binding, and laminating services for staff.
- Manage reprographics equipment, troubleshoot basic issues, and arrange maintenance.
- Ensure cost-effective use of resources and manage stock levels of paper, toner, and related supplies.
- Support administrative tasks and contribute to the smooth running of the school office as required.

Culture

- Demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- Work with professionalism in line with the Trust's Code of Conduct.
- Be aware of and comply with safeguarding, health and safety, confidentiality, and data protection policies.
- Raise any safeguarding concerns appropriately in line with school procedures.
- Show patience, empathy, and discretion when dealing with sensitive information.
- Contribute positively to the school environment by being adaptable and willing to assist with wider school life.

General responsibilities applicable to all staff

- To attend staff meetings and Trust-based INSET as required.
- To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Note

This job description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post. The postholder may be required to undertake such work as may be determined by their line manager from time to time, up to or at a level consistent with the main responsibilities of the job. This job description may be amended at any time in consultation with the postholder.



Education and training

Essential	Desirable
English and Mathematics Grade Level 2 or equivalent.	NVQ level 3 in Administration, Business Studies or equivalent.
	Word Processing / Typing Qualification (i.e. RSA).
	ECDL Qualification or equivalent.

Experience

Essential	Desirable
Significant previous administrative and customer facing experience in an office environment.	Experience in a school or college environment.
Excellent ICT skills; sound working knowledge and experience of using Word, Excel and PowerPoint.	Knowledge of Data Protection requirements and understanding of confidentiality (Training will be provided).
Excellent attention to detail to produce high quality documents whilst working to tight deadlines.	
Excellent verbal and written communication skills.	
Excellent administration, organisation and time management skills.	

Specialist knowledge and skills

Essential	Desirable
Commitment to safeguarding, wellbeing and equality.	
Demonstrates understanding of, and enthusiasm for, working in a busy school environment.	
Adaptability and willingness to assist with other aspects of school life.	
Willingness to continue to learn, develop and train.	

Values related qualities

Essential	Desirable
Works effectively as part of a team.	
Ability to establish good working relationships with adults and young people.	
Demonstrates high level of patience, understanding, and empathy with young people.	
Diplomatic and discreet; experience of dealing with sensitive and confidential information.	



Applying to CELT

We welcome applications via My New Term in the CELT Careers section of our website: www.celtrust.org.

If you would like to arrange a visit or discuss the role further, please contact Mr Muller-Forster at tmuller-forster@brannel.celtrust.org.

We want every candidate to know exactly what to expect from our recruitment process. All CELT application packs clearly set out key information : salary, interview dates, and application deadlines. All line managers involved in recruitment are trained to recognise and reduce bias, ensuring a fair and consistent experience for every applicant.

More information about our approach can be found in our Recruitment and Selection Policy via the trust website.



Safeguarding

Safeguarding is the golden thread through CELT - safeguarding is everyone's responsibility. We promote an open culture of learning and development where good practice is celebrated and mistakes are used to learn and improve practice and therefore outcomes for our learners.

A whole-school approach to safeguarding means listening to the voices of everyone in the school community. This includes learners as well as parents, carers and school staff.



Amy Daniels
Director of Inclusion

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and an Enhanced Disclosure and Barring Service (DBS) check.



Our vision is to build and nurture a talented, diverse team who are proud to deliver exceptional education across our Trust.

We believe in working together, treating everyone fairly, and always learning and growing. We are committed to creating a safe, inclusive, and supportive workplace where every colleague feels valued and inspired to do their best.

By investing in and caring for our people, we unlock their potential – enabling them to make a real difference to our schools, our learners and the communities we serve.

CELT is committed to developing and empowering staff by ensuring that every colleague has the opportunity to thrive in their current role while being prepared for future opportunities.

Lea Randall

Lea Randall
People Services Lead



Lea Randall
People Services Lead

**Empowering
our people to
support, teach
and lead**



Claire White
Headteacher

I feel privileged to have been part of SW100's cohort 2. I finished the year a different leader to the one I was 12 months before and I've never been more committed to change in our system. It reinforced my belief that teaching truly is the best job in the world.



Andrew Gasiorowski
IS Manager

I joined Brannel School as an apprentice and now manage the information services team at Poltair School. Working at CELT has enabled me to progress professionally and has provided opportunities for me to work on strategic projects across the Trust.



Rebecca Blizzard
Assistant Headteacher

From gaining valuable leadership experience as Head of Science I felt ready and supported to become an Assistant Headteacher. I value the range leadership opportunities at CELT and the strong collaboration amongst colleagues and our family of schools.

Staff Entitlement

As a Trust we understand that we have a responsibility to create a future-focused team that is ready for change and able to support our development. Part of this future planning involves succession planning and dynamic talent management.

Talent management is crucial at both a strategic and an individual level. It is about the value that every individual brings to Cornwall Education Learning Trust. By understanding people's strengths and unique contributions, we can ensure that they receive the development they need to have the maximum impact in their current and future roles.



Personal Growth & Inspiration:

- Exceptional development opportunities through training, mentoring, and networking.
- Complimentary access to Inspiring the South West conferences to fuel your ambition.



Health & Wellbeing:

- Free annual flu jabs, health screenings, and eye tests to keep you feeling your best.
- Discounted gym and leisure centre memberships to support your fitness goals.
- Wisdom app access for mental health support, mindfulness, and resilience.
- Confidential helpline and counselling through Health Assured, available 24/7.



Family & Flexibility:

- Up to 5 days paid emergency leave for dependants when life throws a curveball.
- Family-friendly policies and flexible working arrangements to help you balance work and home.



Perks & Extras:

- Cycle to Work scheme to promote greener commuting and save on bike purchases.
- Generous public sector pension scheme to invest in your future.



CELT CENTRE OF
EXCELLENCE

At CELT, we believe inspiration should flow through our staff as much as our students. Great teaching comes from colleagues who are curious, ambitious and continually developing their practice. Professional learning isn't an add-on – it's part of who we are.

The CELT Centre of Excellence at Penrice Academy brings this vision to life. It offers a place to reflect, learn and plan next steps, supporting colleagues at every stage of their career. Through programmes such as Future Leaders, New and Aspiring Leaders, and the upcoming Flourishing Programme, the Centre provides clarity, connection and opportunity for all roles across CELT.

Our aim is simple: to help every colleague grow, feel valued and thrive. By investing in ourselves, we strengthen our culture and keep inspiration at the heart of our classrooms.

CLICK HERE



"CELT is where teaching talent takes flight, and connection becomes the fuel that propels us forward. With comprehensive support, collaborative communities, mentoring, research-informed practice, and an unwavering focus on equity, CELT creates an environment where both teachers and learners thrive."



Hayley Bissenden

Hayley Bissenden
Director of the
Centre of Excellence





Living and Working in Cornwall

A Life That Feels Different—in the Best Way



Cornwall offers a rare blend of meaningful work, breathtaking surroundings and an exceptional quality of life. Our schools sit at the heart of proud, supportive communities where relationships matter and staff quickly feel part of something bigger.

Community

Cornwall's towns and villages are close-knit, welcoming and full of character. Families are deeply invested in their local schools, and the strong partnership between home and school is a defining feature of life here. When you join us, you're joining a place where people genuinely look out for one another.

Lifestyle

From beaches and rugged coastline to moorland and open countryside, Cornwall's natural beauty is always within easy reach. Shorter commutes and access to the outdoors help create a healthy balance between work and life—and the space to truly recharge.



Infrastructure

Cornwall is ambitious about its future. From major road improvements such as the upgraded A30 to enhanced digital connectivity and the convenience of Cornwall Airport Newquay, the region continues to invest to keep people connected and moving.

Families

Safe communities, excellent schools, and a huge range of activities make Cornwall an exceptional place to raise children. Whether it's beach days, outdoor adventures or creative arts, there's always something to inspire young minds.