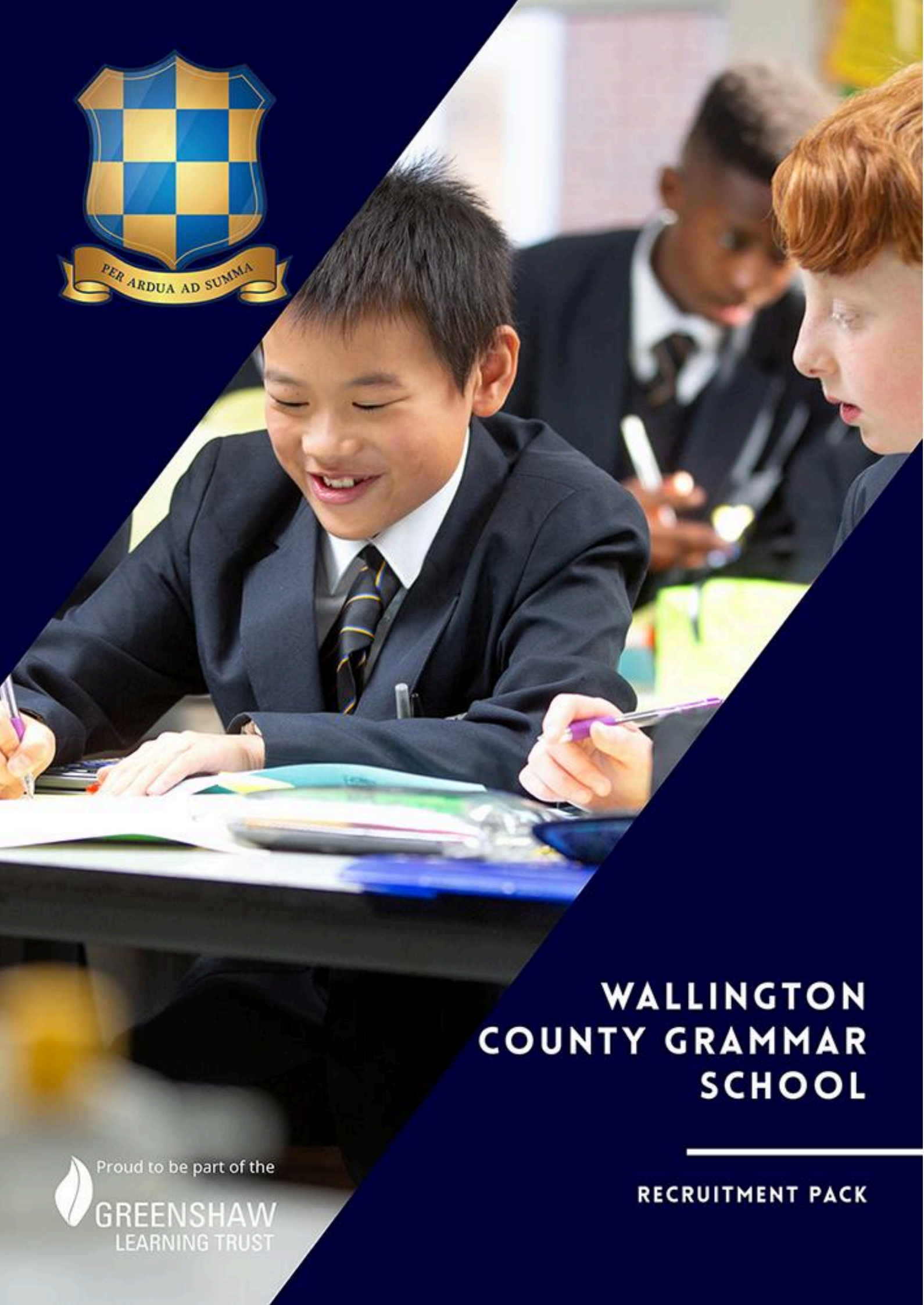




WALLINGTON COUNTY GRAMMAR SCHOOL



Proud to be part of the

GREENSHAW
LEARNING TRUST

RECRUITMENT PACK



Wallington County Grammar School
Croydon Road
Wallington

Surrey SM6 7PH

Telephone: 020 8647 2235

Email: personnel@wcgschool.co.uk

Dear Candidate

Thank you for your interest in the role of Reprographics and Departmental Support Officer at Wallington County Grammar School.

I am delighted to welcome you to the recruitment area for Wallington County Grammar School, one of the best schools in the country. What makes us great is that, at our core, we care very deeply about our students, both past and present. We are renowned for the quality of our pastoral work, warmly supporting our students to become happy, confident individuals equipped with the qualifications, skills and attributes to succeed in a globalised world. This was recently recognised by Ofsted who confirmed that we are an 'outstanding' school. They stated that, since the last inspection, the Headmaster has 'led a highly committed and skilled team in continuing to drive improvements in teaching and learning. Consequently, pupils at this School are confident and successful learners. Teachers here are leaders of learning. They benefit from highly effective and individualised training which improves pupils' learning. Pupils recognise that teachers go the extra mile to help them achieve their lofty ambitions'. If these words describe you and the type of School, you wish to work in then please apply for this post.

Being a boys' selective school founded in 1927 that welcomes girls into the Sixth Form, we blend the best of tradition with innovation to engage and inspire our students to be the very best they can be. Because of this our students regularly attain within the top 2% of state schools in the country at GCSE and A Level and go on to gain places at the world's top universities. This success is born from our core values of Commitment, Compassion, Courage and Creativity. We believe that we should always show compassion to others, making decisions without self-interest and supporting all those in our community to be happy and successful. We must have courage, never being afraid of failure but embracing it to learn from our mistakes and better ourselves. We are committed, not just to reaching academic success but to enriching ourselves as scholars, sportsmen and women, artists, musicians, actors, debaters and anything else we set our minds to. Finally, we are creative, always being willing to consider different solutions and think deeply about the challenges we face as individuals and as a society.

We tailor our curriculum to ensure students are nurtured as well-rounded individuals, excelling in core subjects like mathematics, English and the sciences but who are also deeply knowledgeable about the arts and humanities. Our co-curriculum further enhances our students' character, forging outstanding sportsmen through our superb coaching programme, and creating individuals who are passionate about representing their club or society, house, year group and school. Above all, we celebrate our incredible students through a culture of praise and recognition to make sure they leave us with the conviction that they can achieve anything they put their minds to.



Yours sincerely

Jamie Bean, Headteacher

ABOUT OUR SCHOOL

At Wallington County Grammar School, we have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give students at Wallington County Grammar School a better chance of success than if they attended any other school in the country.

Ambition, excellence and pride run through all aspects of school life.

Ambition

We have a strong desire and determination to achieve success. We believe there are no limits to what can be achieved. We do what it takes for as long as it takes. In other words, we go for it every day!

Excellence

We strive for greatness in everything we set our minds to. We endeavour to do our very best and excel in all aspects of school life.

Pride

We are 'fiercely' proud of ourselves, our school, our community and our Trust. We hold our heads high and feel a sense of togetherness and joy in our school.

TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

Salary calculated in line with NJC Grade 3/4 Point range (5-10) Full time equivalent (£30,408 -£32,655)
paid pro rata (£21,852 to £23,467) actual salary per annum
(Salary will be determined subject to experience and qualifications)

HOURS OF WORK

30 hours per week - Term time plus 1 week. Monday to Friday 8:00-2pm.

PLACE OF WORK

Wallington County Grammar School, Croydon Road, Wallington, Surrey, SM6 7PH.

PENSION SCHEME

- Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>
- GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.

HOLIDAY ENTITLEMENT

The postholder will be paid an enhancement for holiday pay.

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Reprographics and Departmental Support Officer
Responsible to:	Assistant Headteacher
Responsible for:	N/A

ROLE OVERVIEW

To ensure the smooth and effective running of the reprographics provision and to provide administrative support for all departments within the school.

MAIN DUTIES AND RESPONSIBILITIES

Model and nurture our core values of **commitment**, **compassion**, **courage** and **creativity** at all times.

Primary Responsibilities:

Provision of Reprographics Service:

- To undertake high-volume printing, copying, laminating, binding, cutting, assembling, collating, folding, stapling, punching, trimming for all teaching and non-teaching staff, within agreed timescales;
- To operate heavy duty machinery including photocopiers, punches and guillotines;
- To keep all reprographics machinery clean and in good working order and advise users of status of machines and provide support and alternatives;
- To arrange regular servicing of equipment, reporting any necessary repairs/replacements and arranging for service engineers to undertake repairs promptly;
- To order paper supplies and other sundries for the whole school to ensure efficient operation of the School's reprographics service and value for money;;
- To provide a scanning service;
- To photocopy school examination papers in preparation for internal exams;
- To photocopy test papers in preparation for the Selective Eligibility Test in the Autumn term;
- To maintain a stock of AFL sheets and Target Grade stickers for staff room;
- To design and develop a variety of materials for events (programmes, tickets, leaflets, posters, signage);
- To assist students with printing of coursework;
- To assist students with the photocopying/printing of tickets and posters for school events;
- To assist with the photocopying of whole School letters.
- Evaluate and manage own workload identifying "hotspots" when necessary;
- To ensure that reprographics is a safe, healthy and secure environment liaising with the Health & Safety representative where necessary.

Provision of Department Support

- Use a working knowledge of Google, Word, Excel, Publisher, Powerpoint and SIMS to support departments throughout the School;
- Offer support for departments or cross-curricular areas as required, and also provide research, display/preparation of materials;
- Support for any administration areas, as required;
- Maintain department and administrative databases and spreadsheets.

General

- Flexible approach to supporting the provision of reprographics in the absence of the joint post-holder.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health & safety, security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Participate in training and other learning activities as required;
- Attend and participate in regular meetings as required;
- Respect confidentiality at all times;
- Any other reasonable tasks as directed by your line manager or the Headmaster.

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and training		
English, Maths GCSE (or equivalent) at Grade C or above	x	
Experience		
Previous reprographics experience		x
Have experience of designing a range of printed materials		x
Excellent knowledge of Google and Office packages and a willingness to learn new systems	x	
Excellent customer services, communication and interpersonal skills	x	
Ability to prioritise and manage conflicting demands	x	
A high degree of professionalism in approach to work set	x	
Experience of working in an educational setting	x	
Adaptability and flexibility in working practices	x	
Experience of administration procedures	x	
Knowledge and Skills		
Knowledge of Health & Safety issues including manual handling and safe working practices in relation to the handling and usage of hazardous equipment and tools and the lifting of heavy objects	x	
Willing to undertake training appropriate to role	x	
Personal attributes		
Friendly yet professional and respectful approach which demonstrates support and shows mutual respect	x	
Present a good role model to students	x	
A good sense of humour	x	
Committed to the safeguarding of children	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required. Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on Friday 18th September 2026. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be held on a date to be confirmed. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post as soon as possible.



GREENSHAW
LEARNING TRUST



ORU Sutton,
7 Throwley Way,
Sutton SM1 4AF



020 3988 0218



info@greenshawlearningtrust.co.uk



www.greenshawlearningtrust.co.uk



Wallington
County Grammar School



Croydon Road,
Wallington,
Surrey SM6 7PH



020 8647 2235



enquiries@wcgschool.co.uk



www.wcgs-sutton.co.uk