



RECRUITMENT PACK

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MESSAGE FROM THE EXECUTIVE PRINCIPAL

Sandy Secondary School continues to go from strength to strength; It is a place all staff and students are pleased to attend and proud to be a member of the school community. The school continues to achieve some of the best GCSE and A 'level results for its students and offers a very extensive support programme both pastorally and academically for all students regardless of ability. We are an inclusive community and with high expectations of both students and staff.



Our transformational journey continues this year, with even higher expectations, refinement of our systems and an even greater focus on achievement and success. It is a very exciting time for our school community as our new teaching block opened in September 2024, alongside significant internal refurbishment, and modernisation to the existing school.

I look forward to receiving your application and welcoming you to our school in person should you be shortlisted for interview.

May I take this opportunity to thank all applicants for their interest in this post and in Sandy Secondary School.

With best wishes

A handwritten signature in black ink that reads "Karen Hayward". The signature is written in a cursive style.

Miss Karen Hayward
Executive Principal

OUR VALUES & ETHOS

"Empowering Our Students To Shine"

At Sandy Secondary School, nestled at the heart of its community, we cultivate an atmosphere of empowerment, ensuring each student confidently embraces their unique potential. Our ethos champions students who are aspirational, self-motivated, and compassionate, fostering not only academic prowess but also moral, cultural, and societal awareness. Our dedicated staff, with a tailor-made curriculum, recognise each student's individuality, providing ample avenues for them to shine, both within and beyond the classroom setting. Complementing our academic commitment is our steadfast pastoral support, ensuring student well-being, resilience, and the ability to make positive choices.

Emphasising the vital role of parents and guardians, we cherish and nurture the enduring partnerships between the school, students, and their families. This bond is pivotal in shaping a student's educational journey, allowing guardians an integral part in this crucial phase of their child's life. Our approach to teaching and learning is both innovative and rooted in student needs. We are adamant that no barriers, be they disability or societal, impede our students' success. With top-tier teaching, we not only impart knowledge but inspire passion, leveraging technology and in-depth data to enhance learning experiences.

Our students, the pride of Sandy Secondary, are enthusiastic and engaged learners. They not only achieve academically but also cultivate skills such as adaptability, resilience, and leadership. Their interactions with peers and staff echo respect and the expectation of positive behaviour. Our leadership stands as a beacon of integrity, approachability, and vision, ensuring decisions prioritise achievement, teaching, and learning. Every staff member's input is valued, fostering a collaborative environment that enriches the school's journey. Lastly, our relationship with parents and guardians is rooted in trust and open communication, leveraging technology to keep them in the loop, ensuring a harmonised educational experience for every student.



REPROGRAPHICS OFFICER

Required ASAP

CASUAL CONTRACT*

NJC Level 2A points 3

£12.85 per hours plus £1.55 holiday pay + £14.40 per hour

Sandy Secondary School is seeking a reliable, organised and proactive individual to support our busy reprographics function on a casual basis until the end of the academic year. There may be further ad hoc work available beyond this period, depending on school need.

*We require a minimum of 25 hours per week, worked over 5 days (Monday to Friday), 9.30am – 2.30pm, during term time.

This is a key support role within the school, helping to ensure our teachers and staff have high-quality resources to deliver excellent lessons. The role involves producing printed materials to a high standard, managing reprographics requests, operating photocopying and finishing equipment, and ensuring deadlines are consistently met in a fast-paced environment.

The successful candidate will have strong organisational skills, excellent attention to detail and good IT confidence. You will need to be able to work independently, prioritise effectively and respond positively to changing demands. Previous experience in a similar role would be beneficial but is not essential.

This is an excellent opportunity for someone who enjoys practical, hands-on work and wants to play an important part in supporting teaching and learning within a welcoming and supportive school community.

How to apply for the role:

Application is by completed application form via my new term, just click on the link on our website or click on the QR code above.

Closing Date – Thursday 5th March 2026 at 9.00am



SAFEGUARDING POLICY

Posts working with either children and/or vulnerable adults will be subject to the disclosure of criminal records, the successful applicant will be required to undertake an enhanced DBS check.

Sandy Secondary School have decided to carry out online searches for shortlisted candidates as part of due diligence in our recruitment process, (as per KCSIE, paragraph 220).

The searches are conducted by a member of our staff and recorded in line with our recruitment and appointment protocols and procedures.

The process will be consistent, transparent, and fair and reflected within the Safer recruitment policy.

At Sandy Secondary School, safeguarding is our top priority. We encourage all applicants to review our Safeguarding and Child Protection Policy, which outlines our commitment to the safety and wellbeing of students. You can find the policy [here](#).



PERSON SPECIFICATION

Essential	Desirable
Education - Qualifications	
Good standard of literacy and numeracy.	
Experience and background	
	Previous experience of working in a school or educational establishment
Skills/Knowledge/Aptitude	
Ability to undertake paperwork Ability to work on own initiative Ability to work collaboratively with other staff	
Motivation	
Commitment to providing a high standard of support. Willingness to undertake training. Willingness to be flexible.	
Physical	
Ability to lift e.g. boxes of photocopying paper.	
Other	
Must be fluent in the English language in accordance with the Immigration Act 2016.	

JOB DESCRIPTION

Contract:	Casual/Timesheets (see above for exact hours)
Responsible To:	Director of Finance
Job Purpose:	To manage the reprographics function throughout the school.

Main duties and responsibilities:

1. To ensure that photocopying is organised and completed in a timely manner.
2. To liaise with the providers for reprographics, ensuring that equipment is repaired and serviced promptly.
3. To provide the School Finance Team of account details regarding reprographics charging, including photocopying charges and related functions (e.g., laminating).
4. To organise and manage a structure for photocopying which will ensure that teachers and other staff are aware of the timescales for requests to ensure an appropriate and smooth flow of work.
5. To manage and control the stock of materials for photocopying and reprographics.
 - (a) To undertake appropriate training and to keep up to date with the changes to equipment
 - (b) Collation of materials before distributing to teachers and other staff
6. To help ensure that the school reception area and displays are neat, tidy and clean showing the school at its very best at all times (this is a particular priority at open evenings and school functions).
7. To maintain absolute confidentiality in all school related matters and to prevent disclosure of information on sensitive issues.
8. To continually promote and support the ethos and principles of the school and to avoid any action that may be detrimental or prejudicial to the interests of the school.
9. To undertake any other duties, appropriate to a post of this grade, as may be required from time to time that are necessary for the effective function of the school.

‘We believe in the welfare and safeguarding of all children and expect ALL staff to share the same view’