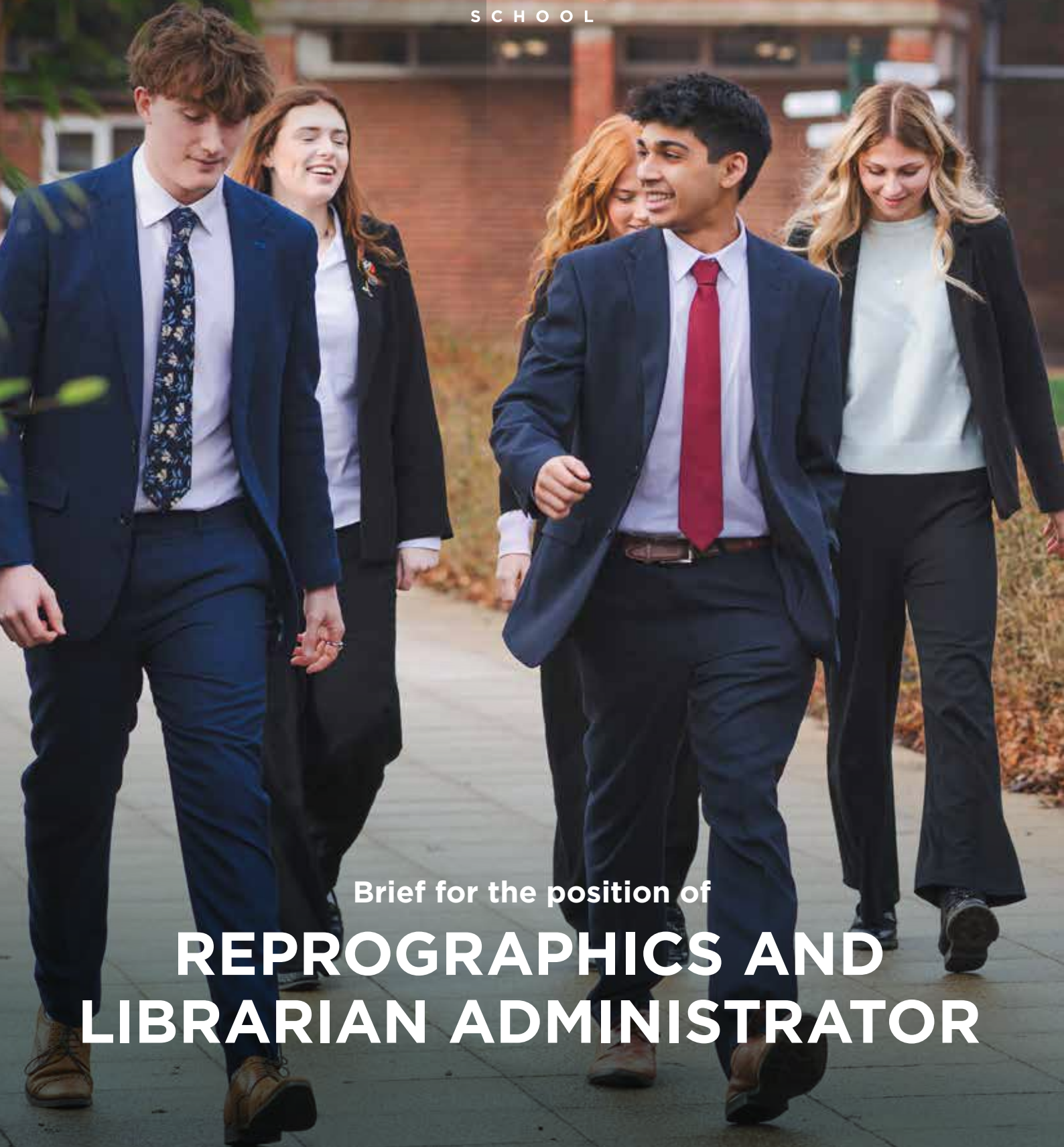




Langley
SCHOOL



Brief for the position of

REPROGRAPHICS AND LIBRARIAN ADMINISTRATOR

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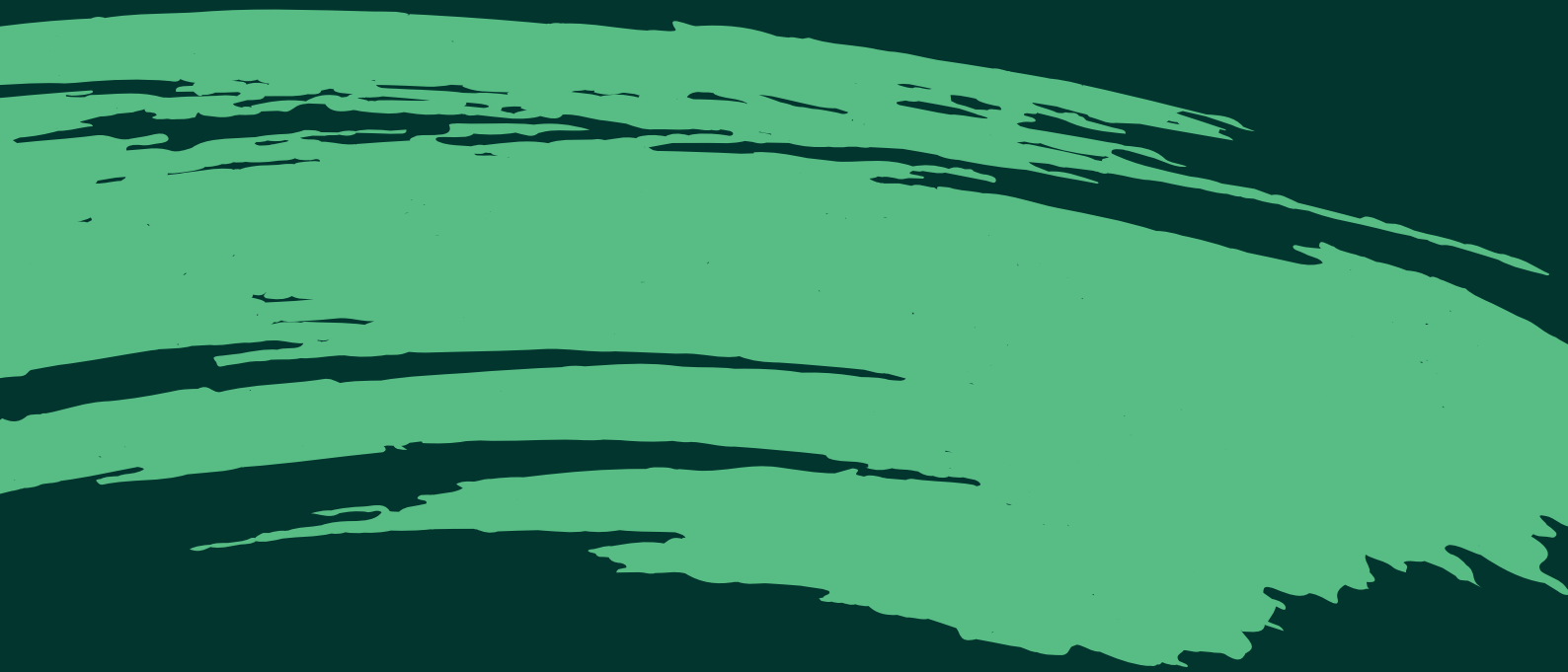
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01 BACKGROUND

Thank you for your interest in this exciting opportunity here at Langley School. We are seeking a **Reprographics and Librarian Administrator** to join our Digital and Data Team at **Langley School, Loddon.**

We are proud to have a vibrant educational community that is nestled in the picturesque Norfolk countryside. Our school is placed where tradition meets digital innovation and where every pupil is valued and encouraged to thrive.

From our youngest learners just beginning their journey in Nursery, to the ambitious young adults joining our Sixth Form, Langley School offers a nurturing environment that fosters growth, learning, and discovery.

Our expansive campuses provide the perfect backdrop for this adventure, offering over 100 acres of green space at each site for our pupils to explore and enjoy.

At Langley, we believe in the power of opportunity and the pursuit of excellence. Our core values - **kindness, confidence, curiosity, and integrity** - are the pillars that support every aspect of school life. We are dedicated to equipping our pupils with the skills they need to navigate the complexities of the modern world, such as creativity, resilience, and adaptability.

If you feel that you have the professional skills to join our dynamic team, then we look forward to receiving your application.



02 ABOUT LANGLEY

Langley is a co-educational, inclusive, day and boarding school from 6 months to 18 years old. We are fortunate to be set on two enviable 100+ acre countryside sites: the Pre-Prep and Prep school are based in Taverham; the Senior school and Sixth Form are just outside Loddon. Both sites have their own Nursery provision from 6 months to 5 years old which staff members use and enjoy. Funded hours are accepted across all EYFS age groups.

These stunning, green campus locations are a wonderful canvas that allow children space to breathe and grow, as well as enjoying the benefits of being on the doorstep of the vibrant and dynamic city of Norwich.

We are one of only nine HMC schools in Norfolk and Suffolk and offer day, flexi, weekly and full boarding.

1 Langley Prep School, Taverham

2 Langley Senior School, Loddon



03 THE ROLE

Site:	Langley School, Loddon, NR14 6BJ
Reporting to:	Director of Digital and Data
Hours:	30 Hours per week, 35 weeks per year (term time)
Salary:	SS10 £16,428.47 per annum (actual)
Contract type:	Permanent

Langley School is seeking to appoint a **Reprographics and Librarian Administrator**.

The Reprographics and Librarian Administrator plays a key operational role in supporting teaching and learning across the school. The post holder will be responsible for the efficient delivery of reprographics services and the day to day administration of the school library, ensuring high quality resources are accessible to staff and pupils.

Working as part of the Digital and Data team, the role contributes to the effective use of physical and digital resources, maintains accurate records and systems, and supports the school's wider digital transformation objectives.

Langley is a truly special place to work. With dedicated colleagues, a supportive parent body, and curious, motivated pupils, our school community is both stimulating and welcoming. We take great pride in our sense of family and the strong sense of belonging that unites us.



04 PURPOSE & JOB SPECIFICATION

This Job Description covers the principal tasks required of the role and is not necessarily a complete list of everything required for the full professional discharge of duties. Key responsibilities include:

Reprographics & Print Services

- Deliver a timely and high quality photocopying, printing, scanning and binding service for staff
- Manage print requests submitted via email, helpdesk, or reprographics portal
- Operate, maintain, and troubleshoot reprographics equipment, escalating to suppliers where necessary
- Monitor toner, paper, and consumables, ordering via suppliers, ensuring stock is maintained
- Implement quality control checks on printed materials
- Report monthly departmental usage to finance
- Support large scale print jobs such as exam papers, booklets, marketing materials, and event resources

Library Administration

- Oversee the day-to-day administration of the school library, ensuring it is welcoming, well organised and effectively resourced.
- Maintain and develop the library catalogue and lending systems (physical and digital).
- Manage the issuing, return and stock control of library resources.
- Support pupils and staff in locating and accessing appropriate learning and reading materials.
- Assist with the promotion of reading for pleasure and independent learning.
- Coordinate displays, book rotations and library-based activities as required.
- Liaise with teaching staff to support curriculum needs through appropriate resources.
- Order new stock and manage library budgets in line with agreed priorities.
- Run library events that support the whole school Theme of the Fortnight e.g. World Book Day

- Support the planning, organisation and administration of author visits with the English Dept

Content Management & Administration

- Maintain a clear filing structure for both printed and digital resources
- Ensure document versions are controlled and consistently stored in line with data protection policies
- Liaise with staff to standardise formats and templates
- Assist in preparing resources for school-wide events, open days, and internal communications
- Support the Digital & Data team with administrative tasks related to digital learning resources

Service Improvement & Digital Transformation

- Proactively seek ways to streamline printing and digital resource workflows
- Identify opportunities to reduce unnecessary printing and support the school's sustainability goals
- Contribute to the school's move towards more digital-first teaching practices
- Stay updated on tools that improve resource creation (e.g., Adobe Acrobat, Microsoft 365, scanning/OCR utilities)

Digital and Data Team Contribution

- Work collaboratively with colleagues in the Digital and Data team to support digital initiatives and operational delivery
- Use digital systems confidently to manage workflows, records and reporting
- Contribute to the ongoing development of processes that improve efficiency, consistency and data accuracy
- Support the safe and appropriate use of digital and information resources in line with school policies

05 SKILLS & EXPERIENCE

Essential

- ✓ Strong organisational skills and attention to detail
- ✓ Confident using Microsoft 365 (Word, OneDrive, Teams, SharePoint)
- ✓ Ability to work under pressure and manage multiple deadlines
- ✓ Ability to format documents professionally and consistently

Desirable

- ✓ Experience with photocopiers, printers, and scanning equipment
- ✓ Experience with OCR tools, PDF editing, or resource digitisation
- ✓ Familiarity with educational digital platforms (Teams, OneNote, iPad apps)
- ✓ Basic graphic/layout skills (e.g., Canva, Publisher, Pages)



06 CANDIDATE BENEFITS

The successful candidate will enjoy the following benefits from the commencement of their employment:

- ✓ Professional development and ongoing CPD through internal and external training
- ✓ 24/7 access to the school's comprehensive Employee Assistance Programme, offering support for personal and professional well-being
- ✓ Free school lunches during term time working days
- ✓ Death in service benefit (3 x annual salary)
- ✓ Access to Private Medical Insurance scheme
- ✓ Workplace pension scheme with Royal London
- ✓ A competitive salary, commensurate with experience
- ✓ Fee remission for children enrolled at Langley school
- ✓ A collaborative and supportive team
- ✓ The opportunity to help shape a school community
- ✓ Beautiful school grounds and a committed, talented staff body

TERMS AND CONDITIONS

The starting salary for this role will be competitive and commensurate with the successful candidate's qualifications and experience.

Please note that Langley School reserves the right to interview and appoint candidates prior to the closing date of the application process.

PRE-EMPLOYMENT CHECKS

All offers of employment are conditional and appointments are subject to the receipt of two satisfactory references, in addition to child protection screening, including checks with previous employers and the Disclosure and Barring Service.

07 HOW TO APPLY

Please note that all information within your application will be treated confidentially. In line with GDPR, we ask that you do not send us any information that can identify children or any of your Sensitive Personal Data.

Applications should be received no later than midday on:

Monday 22 June 2026

Shortlist interviews shall take place:

w/c 29 June 2026

Please submit a covering letter outlining your suitability for the role together with a completed application form; CVs will not be accepted as a substitution but may be submitted in addition to the application form in order to supply additional background information.

Please email your application to HR@langleschool.co.uk and note that all information within your application will be treated confidentially.



A dark teal background featuring a stylized silhouette of a castle. The castle has two main towers on the left and right sides, with a central section that is wider and has a crenellated top. Below the main body of the castle, there is a large, semi-circular archway. Inside this archway, there is a smaller silhouette of a building with a gabled roof and several windows. The overall style is minimalist and graphic.

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