



**Orion
Education**

Administration and Reprographics
Assistant



**Improving
Outcomes
Transforming Lives
Enabling Social Mobility**

Recruitment Pack



The
Ravensbourne
School

Welcome from the CEO

Thank you for showing an interest in our pupils, our schools, and our Trust. This is an exciting time to join Orion Education. We are a very different organisation in 2024 than we were four years ago.



Simon Garrill
Chief Executive Officer

Thank you for taking the time to look, and for showing an interest in one of the roles in our schools. In a long career in education, starting out as an English teacher, I have loved the fact that I get to work with some fantastic young people and a group of like minded professionals who have a real passion for their work and share the same values. There aren't many professions where that is the case.

We are driven by our desire to do the best for our young people. Our reason to exist is to improve outcomes, transform lives and enable social mobility. Our values of trust kindness and endeavour underpin our work, and we succeed through ensuring a healthy culture and academic rigour. This emphasis on leadership involves nurturing a robust pipeline of leaders deeply committed to our values and mission. Collaborative partnerships are integral to our goals, as we seek to forge strong partnerships to amplify our impact.

At Orion Education, we take pride in the work that we do to develop our teachers and our leaders. Our approach to instructional coaching and leadership development has been recognised nationally. We are at the forefront of a coaching model that supports you in making the most of your career. Our expectations of ourselves and each other are high. In return we offer you unrivalled professional development, so that you can fulfil your own ambitions. Finally, I am extremely grateful for your interest in our Trust. We are moving forward at a rapid rate and it's an exciting time to join us.

Simon Garrill

Our Four Critical Questions

Why do we exist?

To improve outcomes, transform lives and enable social mobility.

Trust • Kindness • Endeavour

How do we behave?

What do we do?

We create a strong network of schools which transform the lives of students by enabling them to achieve high educational and personal goals, regardless of their background.

Through a clear backbone, strong culture, academic rigour and smart systems.

How do we succeed?

Mission & Values

All schools share the trust four critical questions. We exist to improve outcomes, transform lives and enable social mobility.

Curriculum

The curriculum within our schools is designed around our principles of focused, coherent, sequenced, and inclusive. Where we can enhance collaboration and reduce workload, we standardise some elements. However, teachers do adapt the curriculum based on the needs of the students in their class.

Assessment & Feedback

Our assessment and feedback calendar captures the rhythm of our assessment and data collection. Data driven instruction and responsive teaching ensure that formative assessment is central to pedagogy.

Safeguarding & Attendance

Safeguarding is the responsibility of all. Our standardised approach to safeguarding and the support that we give our schools ensures that all children are kept safe. External reviews scrutinise the work that we do.

Quality Assurance

Our school workflow captures the rhythm of the work that we do. We undertake regular cycles of structured monitoring to ensure that our schools are accelerating the progress of the students in their care.

CPD

We allocate 7 training days to the teachers in our schools. All our teachers take part in instructional coaching. In addition, we provide enhanced levels of training for our leaders to develop their expertise in their current role and to prepare them for their next role.

Workload

Schools are expected to streamline workload as much as possible. We limit the number of assessment points within our calendar and ensure that teachers do not undertake unnecessary administrative tasks.

Teaching

Teaching is responsive to the needs of pupils. Our lesson framework based on the Rosenshine principles helps teachers to frame learning. However, we understand that each lesson will be different and will be designed to meet individual needs of pupils with adaptive teaching.

Behaviour & Routines

It is essential that we have the highest expectations of behaviour within our schools. Good discipline and order are the foundation upon which pupils learn. Our common culture rubric and our behaviour, along with a codified approach to routines ensures that our schools are great environments in which to learn and teach.

SEND

Adaptive teaching is at the core of our approach to meeting the individual needs of pupils. We share best practice and undertake annual reviews of SEND to ensure that pupils make progress. All our schools are open and welcoming places for pupils with SEND.

Performance & Appraisal

We share a common approach to performance management and appraisal by providing a highly supportive and professional environment. Our talent programme ensures that colleagues who are talented and ambitious to progress are supported to do so.

Operations

We take pride in running our schools well. Governance, IT, estates, finance, communications, and marketing are all within our Backbone.

The Orion Backbone

The Orion Backbone provides clarity on the elements of our schools that are standardised or aligned.

Our Schools

There are currently four secondary schools and four primary schools within the Trust. Four of the primary schools and three of the secondary schools are located within Bromley, South East London. A further secondary is close to Canterbury in Kent. These schools include:

Secondary Schools



**Orion
Eden Park**

11 - 18



**Orion
Spires**

11 - 16



**Orion
Coopers**

11 - 18



The
Ravensbourne
School

11 - 18

Primary Schools



**Orion
Blenheim**

4 - 11



**Orion
Mead Road**

4 - 7



**Orion
Ravensworth**

4 - 11



**Orion
Scotts Park**

4 - 11

Candidate Charter

Orion Education wants every candidate to have an informed, engaging and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

Our Commitment to You

- **Transparency** we will treat you with respect, honesty and fairness
- **Protecting your privacy** we'll ensure your information is secure and handled sensitively
- **Understanding** you'll be given everything you need to make informed decisions
- **Showcasing** talent we'll provide a good opportunity for you to share your skills, experience and potential
- **Feedback** we will provide constructive feedback professionally and promptly
- **Listening** we welcome feedback and we'll act on what you have to share
- **Inclusivity** our hiring decisions align with our commitment to create a high quality, diverse workforce

We Will

- Provide you with clear, accurate and timely information
- Give you the opportunity to ask questions – and we'll ensure you get the answers you need
- Respond to enquiries promptly and usually within 24 hours during the working week
- Adopt a fair and consistent assessment process
- Make sure you have all the documentation and details you need for an interview, well in advance
- Provide you with real insight about what it's like to be part of our team
- Ensure all offers are fair and equitable
- Seek feedback on your experience at every opportunity, so we can continue to improve

In Return We Ask that You

- Be honest and upfront about your experience, aspirations and motivations
- Provide open and accurate information when submitting an application
- Always give yourself the best opportunity to succeed - research who we are and how we work
- Let us know if situations change in relation to your interest - and help us understand why
- Prepare yourself for interview and let us know how we can support you

Your Wellbeing at Orion Education

We know that, to achieve our vision, it is our people who will make the big difference. That is why we are continuously reviewing our wellbeing offering through the implementation of our wellbeing strategy.

Wellbeing Strategy

Our strategy aims to represent a commitment to an integrated approach to staff wellbeing that creates:

- a sense of belonging
- an environment and culture based on our vision, mission and values
- an environment where staff wellbeing is integrated into day-to-day practices
- an environment that recognises skills and encourages personal development
- encouragement and support for employees to develop and maintain a healthy lifestyle
- support for people with manageable health problems or disabilities to maintain access to or regain work
- improved staff satisfaction, recruitment and retention.

Our Commitment

- development of the Orion Education wellbeing charter
- protected time for PPA
- needs based flexible approach
- improving working lives through employment policies such as flexible working, absence management, menopause, mental health and dignity at work
- creating a safe place to work through health and safety strategy and initiatives
- ensuring that all line managers support staff through regular line management meetings
- decreasing the interval between treatment and return to work through occupational health referral and advice
- career development through continual professional development (CPD)
- personal support through the Employee Assistance Programme counselling service
- adherence to the rarely cover policy
- reducing workload through sharing best practice and agreeing smarter ways to work in line with the backbone.

Why work for us

Competitive salaries

We offer competitive salaries for both teaching and non-teaching staff based on the type and level of role you do with automatic pay progression for main scale teachers. Pay ranges are reviewed annually with our recognised unions.

Pension Scheme

All contracted members of staff will be automatically enrolled into a career-average pension scheme with either the Teachers' Pension Scheme or the Local Government Pension Scheme (whichever is appropriate). You don't pay tax or National Insurance on your contributions and Orion Education adds a generous employer contribution, which varies depending on your salary.

Professional Development

Key to our ongoing success our development programmes are second to none.

Our commitment to instructional coaching ensures a consistent approach to teacher development across our schools.

Our Trust conference, online CPD modules and in-school service training supports you to achieve your goals whatever they might be.

Additionally, our programme of Trust Twilights provides our teachers with opportunities for deliberate practice and curriculum development planning.

Our early career teachers benefit from weekly mentoring and coaching, alongside a thorough training programme and additional Trust-wide events.

We also have opportunities for practitioner research and access to an NPQ programme through National Institute of Teaching.

Benefits

For a full list of our benefits, please visit our website [Orion Education - Staff Benefits](#)

Welcome from the Principal

Thank you for your interest in joining The Ravensbourne School. We are delighted that you are considering becoming part of our exceptional community of educators and support staff.



Mark Ridley
Principal

At The Ravensbourne School, we are proud to be part of the Orion Education Trust, a family of eight schools united by a shared commitment to excellence in education. Our recent Ofsted inspection confirmed the strength of our school, recognising the outstanding work of our staff and the positive, aspirational culture we foster.

Our school is driven by the core values of Excellence, Integrity, and Ambition. These values are not just words on a page – they shape our everyday actions, our decision-making, and our relationships. We hold high expectations for both our students and ourselves. Our ambition extends to everyone in our community – we are driven to achieve the highest standards and the best possible outcomes for both our pupils and our staff.

What truly sets The Ravensbourne School apart is our people. We put our staff first, recognising that the wellbeing, development, and motivation of our team are central to the success of our students. We are a hard-working, supportive team, where colleagues go the extra mile for one another, sharing knowledge, encouragement and ideas. It's a place where your efforts are noticed, valued, and celebrated.

We offer first-class professional development and leadership opportunities at every stage of your career. Whether you're newly qualified or highly experienced, you'll find a culture here that nurtures growth and rewards initiative. We are committed to helping every member of staff fulfil their potential and make a real impact.

We hope you find everything you need in this pack to help you decide if this could be the right next step for you. If our values resonate with you, and you want to be part of a thriving school that puts staff and students at the heart of all it does, then we would love to hear from you.

About our School

At The Ravensbourne School, our focus is on the whole child ensuring that students are committed, engaged and confident, prepared to think both critically and creatively.

Through unique educational and enrichment pathways, we develop our students' knowledge, ignite a love of learning, broaden their horizons, and expand their skills and character. We provide a vast and rich programme of experiences and opportunities, designed to explore and develop their talents, potential and leadership skills. Every aspect of our student experience aims to deliver the key ingredients for academic excellence and personal development.

Our teachers are highly qualified, skilful, and enthusiastic professionals who are ambitious and aspirational for our students. Our dedicated team will enable every young person to flourish, nurturing ambition, integrity and excellence in all that they achieve, with student wellbeing at the heart of everything we do.

Our historic, extensive, and contemporary campus stimulates innovative teaching and the highest quality learning. We are in the heart of Bromley within extensive 22-acre grounds. Our buildings are historical, some Grade II listed dating back to 1911, with modern and contemporary additions including a dedicated Sixth Form block, sports facilities and fitness suite, two libraries and a TV studio.

Our popular Sixth Form offers an incredible choice and multitude of courses, alongside an abundance of curriculum enrichment opportunities. We are truly opening doors to success and always look forward to our former students returning to visit us. Our worldwide alumni are impressive from inventors, diplomats and actors to scientists, doctors and teachers.

Working together with parents and carers we will develop our students' learning power, capitalising on our partnerships with the local community and wider world to enrich our offer to provide unique and far-reaching opportunities for our young people.

As we create an environment where everything is possible, it is important that we believe and deliver on our vision of unlocking the potential in every young person and inspire successful futures.

Find out more about The Ravensbourne School by exploring our website [The Ravensbourne School - Home](#)

About The Role

Administration and Reprographics Assistant

Based at The Ravensbourne School

Orion Education is a values-led organisation, driven by a determination to create welcoming and open schools for the local community, where every person thrives, makes excellent progress, and succeeds. We are committed to improving outcomes and transforming lives, realising social mobility, and the transformative power of education.

We value the difference in all our schools while seeking to bring them together around a framework that delivers an enriching experience and a great education for the young people within our care. We want the very best for all our young people. Our plan to ensure that we deliver great schools is underpinned by our shared values of trust, kindness, and endeavour. Our schools and our staff are collaborative, and we seek to create consistency and quality throughout.

Our leaders create improvement in schools that is robust and sustainable. We are as enthusiastic about developing and nurturing our staff, as we are about developing our young people. Our professional development programs and our approach to school improvement provide quality and rigor while creating a depth of experience and learning for our staff.

At The Ravensbourne School, we are proud to be a forward-thinking and thriving community where learning, inclusion, and innovation sit at the heart of everything we do.

We are seeking a dedicated, organised, and proactive Administration and Reprographics Assistant to join our team. This is a varied and rewarding role, ideal for someone who thrives in a fast-paced school environment and takes pride in delivering high-quality administrative and operational support.

The successful candidate will play an integral part in ensuring the smooth running of the school's daily operations, supporting colleagues across departments, and providing a professional and welcoming service to students, families, and visitors. Alongside core administrative duties, the role includes overseeing reprographics services, ensuring that teaching and learning materials are produced efficiently and to a high standard.

We are looking for an individual who is highly organised, detail-focused, and able to manage competing priorities with confidence. Strong communication skills and a positive, solution-focused approach are essential, as is the ability to work both independently and collaboratively as part of a team.

This role offers the opportunity to contribute meaningfully to a dynamic school community, supporting staff and students while upholding the values of professionalism, inclusion, and excellence.





Job Description

JOB TITLE:	Administration and Reprographics Assistant
SALARY:	NJC Scale 1, Points 2-3 FTE £28,220.00 - £28,616.00 (actual: £24,680.32 – £25,026.65 per annum)
CONTRACT:	Permanent
LOCATION:	The Ravensbourne School, Hayes Lane, Bromley BR2 9EH
REPORTING TO:	Office Manager

Job Purpose

- To uphold the school's vision and values and act as an ambassador for The Ravensbourne School.
- To support administrative and communication processes across the school.
- To work under the guidance of senior staff to ensure efficient day-to-day operations.

Main duties and responsibilities

Reprographics

- Carry out printing, photocopying, binding, and document preparation.
- Maintain reprographics equipment and liaise with engineers where needed.
- Monitor and respond to reprographics email requests.
- Deliver printed materials to departments.
- Track and allocate printing costs using department codes.
- Manage stock levels in liaison with the OM
- Coordinate the collation and printing of Knowledge Organisers, ensuring accuracy and consistency across departments.
- Assist with confidential printing (e.g. exams, safeguarding documents) in line with data protection procedures.
- Maintain an organised and safe reprographics workspace.

Administration

- Provide administrative support to staff as required.
- Maintain filing systems and support archive organisation in line with record retention and data protection requirements.
- Support the organisation and delivery of school events.
- Assist with maintaining professional displays in line with school and Trust branding.
- Support staff and parents with Arbor Pay and Cunninghams systems.
- Assist with administrative processes for Evolve (school trips system).
- Support Free School Meals (FSM) processes, including applications and voucher allocation.

- Provide First Aid cover as required (subject to training).
- Draft and send professional written communications aligned with the school's ethos.
- Assist with distributing communications (letters, newsletters, bulletins).
- Support school marketing and promotion activities.
- Contribute to social media and act as a brand ambassador.
- Provide high-quality reception cover when required.
- Act as the first point of contact for visitors, parents, and staff.
- Deliver professional, friendly, and efficient customer service.
- Ensure safeguarding procedures are followed for all visitors.
- Act as a gatekeeper for phone enquiries, directing calls appropriately.
- Log and route all communications accurately and efficiently.
- Manage enquiries proactively, resolving issues where possible.
- Control student access to the site in line with safeguarding procedures.
- Monitor on-call email and communicate messages via radio.
- Provide administrative support to pastoral teams, including admissions and SEND.
- Work closely with the SENDCo to support the SEN department.
- Assist with student services during staff absence.
- Support the Medical Administrator with immunisations planning.
- Provide lunch cover for reception.
- Support the Exams Officer with administrative tasks and invigilation where required.
- Use systems such as Arbor, Word, Excel, and other IT platforms effectively.
- Undertake any other duties commensurate with the role as reasonably requested by the Office Manager or Senior Leadership Team."

As part of ORION EDUCATION, you are responsible for:

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post
- To engage actively in the performance review process, addressing appraisal targets set
- In conjunction with the line manager each autumn term:
 - To participate in training and other professional development learning activities
 - To promote equal opportunities and celebrate diversity in all aspects of the academy
 - To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
 - To support and attend academy events such as Open Evening
 - To promote actively the academy's corporate policies
 - To adhere to the Trust's Dress Code
 - To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies
- To be aware of and comply with all academy and Trust policies and procedures, particularly those relating to conduct, child protection (as above), health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person

Orion Education

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enquiries@orionedu.org.uk

Orion Education is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. All offers of employment are subject to an Enhanced DBS check and where applicable, a prohibition from teaching check will be completed for all applicants. Orion Education is fully committed to equality and to valuing diversity as an employer and a provider of education.

