



Newport Girls'
High School
Academy Trust

Reprographics and Administration Assistant

Part time or Full time

20 to 37 hours per week over 5 days | Term time only

Salary: NJC Grade 3 | £20,686 per annum (actual full time salary)

Welcome to NGHS

Thank you for your interest in our Reprographics and Administration Assistant vacancy. Our ideal candidate is someone who is well organised, has an eye for detail and able to work as part of a team.



Mr A Jones
Headteacher

This position is available as either a part time, or full time post, offered flexibly between 20 to 37 hours a week over 5 days, term time only. Please indicate your preference when applying.

NGHS is a special place to work and I consider it a privilege and delight to lead a school with such enthusiastic, intelligent and caring girls and a truly dedicated and supportive staff. We are very much a **family** and a **team** at NGHS; my colleagues work exceptionally hard to help each student to achieve their potential and they also support each other. We take staff wellbeing extremely seriously and our Wellbeing Charter is included in this pack to show you what we do.

NGHS is an outstanding girls' grammar school. We were recently inspected by Ofsted in November 2022 and the school was judged outstanding in every category, placing us in the top 3% of schools. [Please read the report here](#); you will see why I am so proud of our staff and students. We are also

the 2020 West Midlands Secondary School of the Year and have recently won a number of accolades rewarding our work in supporting Mental Health, Holocaust Education, the Be Kind Award and the AcSEED Award.

Our trustee board is incredibly supportive and experienced. Their ambition for the school keeps us on our toes, but they are passionate about enhancing opportunities for all. The school is financially secure and we have been successful twice within five years for government-funded expansions. We are heavily oversubscribed and hold an annual entrance test. The sixth form is also full and we welcome new students from a number of high schools as well, of course, as our own Year 11s.

Opportunities like this do not arise very often, so I wish you every success with your application. If you'd like to speak to me or our Operations Manager prior to applying, please contact jobs@nghs.org.uk or call us on 01952 797550. I sincerely hope that you will apply. I know how much time it takes to complete an application and thank you in advance for ensuring that it is with us by the deadline.

All about NGHS

The Curriculum

The curriculum is currently divided into 50 fortnightly periods, although weeks A and B are largely very similar. As you might expect in a selective school, our curriculum is unashamedly academic and all KS3 students study both French and German as well as Biology, Chemistry and Physics as discrete subjects. All girls have a weekly PSHE lesson and two hours of PE.

GCSEs are chosen in Year 8 with a three-year KS4 in operation. This was scrutinised by Ofsted in 2019 and they agreed with our view that this model best suited our students. Year 9 students study four options (to include at least one MFL, a humanity, a practical subject and one other choice). This selection is then reduced by one in Year 10. We teach GCSE courses thoroughly with a particular focus on greater depth and preparation for A-level. Students are taught skills and knowledge beyond the requirements of the GCSE specifications.

In the Sixth Form, we have about 80-85% student retention but receive applications from girls in other schools with over 100 students in the current Year 12, demonstrating our increasing popularity. There are 18 A-level choices and AS PE with no pre-determined option blocks. All students have a lesson of PSHE and PE in the sixth form to ensure a balance with wellbeing. Most girls take 3 A-levels plus EPQ in Year 13 and some take 4 subjects. Students have 9 fortnightly hours of tuition per A-level subject.

Staff Development

Our colleagues are our most valued resource. The majority of NGHS staff have been in post for 5-15 years, but there is a small turnover each year; usually colleagues leave to take up promoted posts or retire. Internal promotions also occur. Morale is high and staff work in faculty groups with similar subjects grouped together (e.g. Art & Technology). Most staff are form tutors. Recent appointments have included two early career teachers and a teacher with 25 years experience.

Opportunities for professional development have been largely exam-board specific in recent years, but the school now utilises a range of providers to offer different forms of training. In-house training is also offered where appropriate and the school has four INSET days per year plus twilight sessions in Professional Learning Groups, led by staff for staff. Calendared 'Good Practice Weeks' enable staff to learn new ideas and skills from each other through training sessions and classroom observations. A new whole-school T&L focus for September 2024 is based around metacognition and we look forward to seeing how this will enhance our outstanding teaching and learning further.

There is a real camaraderie among colleagues. Support staff are equally valued and part of the team. We work hard together and celebrate our successes together.

Pastoral Care / Student Leadership

Often identified as the jewel in our school's crown, our pastoral system. Form tutors are the first port of call unless the matter relates to safeguarding or a more complex case. Heads of Year lead a team of tutors and our form groups are based around our fabulous House system.

Our pastoral team is supported by our Wellbeing Manager and two Wellbeing Officers (one for Years 7-10 and one for Years 11-13). Both support students and staff to stay fit and well, physically and mentally, and liaise with outside agencies. We also have two Counsellors and a Pastoral Administrator who oversees medical provision as necessary.

Attendance settles annually at around 97% across NGHS and staff work together to ensure absences are challenged in line with our attendance policy.

There are many opportunities for pupils to support each other through mentoring (academic and pastoral) and to lead activities within our House system. Positions of responsibility exist in all years.

Outside of lessons, students engage in a wide range of extra-curricular activities and a Curriculum Enrichment Week runs in June. The Duke of Edinburgh Award is also popular with nearly all students completing Bronze Award in Year 9.

NGHS in action



Clockwise

World Mental Health Day is recognised annually with our SLT and Pastoral Leaders going very yellow this year. All Year 12 students benefit from a Liverpool Residential each year to aid their transition to Sixth Form. We have very talented sportswomen with regular wins in local and regional finals. Here is our winning badminton squad. There is a real sense of friendship and camaraderie between students at NGHS. A-level scientists work with Harper Adams researchers each year. Austen House enjoying Sports Day 2024.



Job Description - Reprographics & Administration Assistant

Purpose of Role

- To provide a reprographic service to the school and provide support and advice to members of staff in the preparation of printed materials and other related provisions.
- To support the administration team with general office based tasks.

Resources

- To carry out tasks in relation to the reproduction of information such as reports and booklets for a range of audiences including photocopying, laminating and binding.
- To ensure copying complies with the User Guidelines for Licensed Photocopying in Schools (CLS Licence)
- To carry out regular, basic maintenance, including changing toner and safety checks on all reprographic equipment and arrange for repairs as necessary, to ensure smooth operation of all equipment.
- To maintain supplies of toner and staples for photocopiers.
- To order stock and maintain stock control for paper and stationary items liaising with Finance as appropriate.
- To ensure your working environment is kept tidy and you are aware of Health and Safety issues.
- To record photocopier usage by budget holders and report this to Finance.

- To provide modified resources for SEN pupils.

General Administration

- To undertake word-processing, other IT based and general tasks for teaching and support staff.
- To minute meetings including Head of Year pastoral meetings and H&S meetings.
- To provide cover in Reception when required.
- To provide lunchtime supervision daily.
- To support the Attendance Officer when required in attendance monitoring.
- To produce achievement certificates as required and organise Thank You Fridays.
- To support staff with monitoring house points in preparation for end-of-term assemblies.
- To administer centralised ordering of stationery.

Display Boards

- To liaise with staff and update displays around school.
- Check and ensure displays are tidy on a regular basis. Plus, display boards are refreshed at least annually.
- To take responsibility for the upkeep of the Reading room ensuring a tidy appearance and displays are appropriate. Liaise with the Head of English about the continued development of the Reading room.

- Help SLT in preparing displays for open and public events.

Visitors

- To provide hospitality/refreshments for visitors/interviews/trustee meetings and other events as required.
- To maintain stock levels of tea/coffee in staff rooms in liaison with Finance.

First Aid

- To provide care for sick and distressed students until parents arrive.
- To administer, where the school has agreed, medication to students.
- To communicate with parents when students are ill and need collecting and also inform Reception of the arrangements.
- To undertake regular first aid training and maintain qualification.

General

- Provide administrative support to SLT and other members of the school as required.
- Support school events e.g. Entrance Test, Parent's Evenings, Open Events etc.
- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Be aware of, and comply with, all School policies including in particular IT, Health and Safety and Safeguarding.

Person Specification



Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> i. 5 GCSEs/NVQs including Maths & English or equivalent 	<ul style="list-style-type: none"> ii. A-levels and/or Degree iii. IT/Business /Data Admin qualification iv. First Aid Qualification or willingness to undertake First Aid Training
Experience	<ul style="list-style-type: none"> i. Have experience in administration and/or working in reprographics ii. Able to work as part of team and own initiative when required. 	<ul style="list-style-type: none"> iii. Experience of designing and producing documents of a professional standard. iv. Working within a school environment
Knowledge & Skills	<ul style="list-style-type: none"> i. Use of standard Microsoft packages (Word, Excel, Outlook, PowerPoint) ii. The importance of confidentiality iii. Excellent time management skills, able to work quickly and accurately to deadlines, 	<ul style="list-style-type: none"> iv. Knowledge of Keeping Children Safe in Education
Qualities	<ul style="list-style-type: none"> i. Good verbal and written communication skills, with an excellent telephone manner ii. A positive, professional approach to work and the needs of the school iii. Approachable and adaptable iv. Initiative, drive, energy and enthusiasm v. High standards in dress, attendance and punctuality vi. Eye for detail and accuracy in own work vii. Suitability to work with children and satisfactory Enhanced Disclosure with DBS. viii. Sense of Humour! 	<ul style="list-style-type: none"> ix. Knowledge of issues facing girls in a single-sex, high achieving environment

Staff Well-being Charter

The Trustees, Headteacher and SLT take the well-being of all staff very seriously. The Charter below takes into account all of the measures we have in place to assist staff to carry out their professional duties. Our staff are supportive of each other and work hard as a team, in faculties, tutor teams and together across the whole school.

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|  A Staff Well-being Committee which meets termly |  Complimentary tea, coffee, sugar and milk in the staffroom |  Staff Menopause Ambassador with appropriate support for all |
|  A buddy for new staff who join NGHS for their first year |  Counselling service free to all staff both in-house and externally |  Golden Space in the Car Park; awarded weekly on rotation! |
|  An annual flu jab for all staff available upon request each winter |  Greater PPA time than national and no mainstream cover |  Measured approach to lesson observation, drop-ins and good practice weeks |
|  Calendared wellbeing weeks with no evening meetings/events |  Childcare vouchers scheme for those who have children in regular day care |  Annually reviewed Workload Policy; designed by staff for staff to support reducing workload |
|  Deadlines well publicised and annual calendar consultation |  Staff social evening each term - let your hair down and relax |  Communications policy which protects time outside of school day |
|  No student or class data collected for data's sake |  A flexible and generous approach to family appointments, children's events, nativities, sports days etc. |  SLT Open Door Policy at all times including urgent email for non-school days |
|  Dedicated marking afternoon for all staff during internal exam week |  Complimentary Christmas Dinner for all staff each year |  Cake, laughter & friendship in the staffroom |
|  Dedicated classroom wherever possible for all teaching staff |  Thank You Friday reward scheme for staff to share appreciation of colleagues |  A firm commitment to the current DFE Staff Wellbeing Charter |



Please complete the application form including the supporting statement (section 5), which should not exceed two pages (font size 11). Please share your career to date and how you feel this experience meets the advertised person specification. We anticipate a strong response and we will score applications fairly against these criteria alone. A **personal letter** showing an understanding of our school is preferable to a generic letter of application. NGHS is an equal opportunities employer. We are committed to the equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy/maternity, race, religion or belief. We particularly welcome applications from colleagues from under-represented backgrounds. The successful applicant will be subject to an enhanced DBS, Barred List check and other recruitment checks in line with Keeping Children Safe in Education Safer Recruitment practices. This includes sourcing police checks for any period of time spent abroad.

Informal discussions about the post can be arranged. Please email jobs@nghs.org.uk to arrange.

Completed application forms should be emailed to jobs@nghs.org.uk no later than **Monday 2 June 2025 at 9am**.

Interviews will take place shortly after this deadline. Referees must include your current or most recent employer. Referees will usually be contacted at the point of shortlisting. Letters of application should be addressed to our Headteacher Mr A Jones. Please apply ASAP as we may close the advertisement prior to the date above should sufficient applications be received.

CVs are unnecessary and will not be accepted. We wish you every success and thank you for your application.

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Tel: 01952 797550 schooloffice@nghs.org.uk
Headteacher: Mr A Jones