



St Michael's Church of England High School  
*A Church of England Academy*

*Growing in Body, Mind and Spirit*

# Admin and Reprographic Support Officer



## Candidate Information

# Welcome

Thank you for your interest in the position of Admin and Reprographic Support Officer currently being advertised at St Michael's CE High School, a Church of England Academy.

## Our Vision and Christian Ethos

### ST MICHAEL'S CHURCH OF ENGLAND HIGH SCHOOL

#### A BRIEF SUMMARY OF OUR CHRISTIAN VISION




Our motto is **'Therefore choose [life]'** from Deuteronomy.

We understand this to mean growing in **body, mind and spirit**, so that all who learn and work here may **flourish**, experiencing the joy and hope of **'Life in all its fullness'**.

This is further explained in our Mission Statement,

*'As a vibrant learning community  
we choose to serve God,  
pursue excellence  
and celebrate the uniqueness of each individual.'*

We aim to achieve this mission through a Christian learning experience which focuses on opportunities for growth in body, mind and spirit:-

	The safety, happiness and wellbeing of pupils is paramount. At St Michael's it's not just that 'every child matter's' but more crucially, that they know that they matter.
	High expectations and aspirations in all areas of school life create a disciplined and ordered learning environment. Our ambitious, knowledge rich and carefully sequenced curriculum, combined with evidence informed pedagogical approaches, creativity and enthusiasm help to engender a life-long zest for learning and secure excellent pupil outcomes.
	Pupils are supported to find for themselves the person that they aspire to be, the person that God wants them to be and really experience the joy and hope of 'life in all its fullness'. (John 10:10)

We hope that through opportunities to grow in body, mind and spirit our young people and staff will flourish.

As a thriving, oversubscribed Church of England Academy within the Diocese of Blackburn, our values are rooted in the Christian faith. Serving God, pursuing excellence and celebrating the uniqueness of each individual are at the heart of our distinctive ethos. We create and sustain our caring Christian community by encouraging positive supporting relationships based on Christian values and striking a genuine balance between the highest academic standards and opportunities for personal development and spiritual growth.

Worship is at the heart of our school life and is led by various staff, the Christian Youth Worker and/or pupils, with occasional support from local clergy or visitors. The school Chapel Choir (Hughes Tutorial) and the use of The Arts help to create a contemporary vibrant experience. Each day begins with a year group worship, assemblies and school prayers. In addition, we hold Eucharist services in the school chapel throughout the year both at the start of the day and at lunchtimes during Advent and Lent. These services are led by various members of the local clergy who are always willing to support the school.

The chapel in the magnificent Armstrong Centre is also used for staff prayers and reflections. We hope that the school's distinctive Christian ethos shines through in all aspects of our life and work here. Our belief and vision at St Michael's is based on a shared understanding that education is about much more than qualifications and success in pupil outcomes, as essential as they are. Educating for Spiritual growth acknowledges that we should focus on more than the development of a physical body and mind and embrace the opportunity to reach into the heart and soul of our young people too. This growth cannot be measured in league tables or statistics, although academic success might be the visible fruit of this growth.

## Pupil Outcomes

We are a high achieving school committed to the pursuit of academic excellence, with 89.8% of pupils achieving 5 or more standard passes (9-4) including English and Mathematics and 73.5% at grade 9-5 including English and Mathematics in 2024. Attainment 8 is 59.4 and the Progress 8 is 0.59 (provisional).

The school is consistently in the top 10% of non-selective schools nationally for pupil attainment and the top 20% for progress. (SSAT)

Although these high academic standards have been sustained for many years there is no sense of complacency. We are confident that our pupils are provided with a rigorous and productive learning environment where they are both challenged and supported. Pupils who leave St Michael's are confident, articulate, resilient and well prepared for college, university, apprenticeships and their next steps. Details of our curriculum offer is available on the website.

## Personal and Spiritual Development

All staff take responsibility for behaviour and wellbeing around school on a day-to-day basis and model the qualities and Christian values we believe are important for children and adults to flourish.

The school has a unique, highly acclaimed and multi-faceted programme of Personal Development. This includes a Character and Spiritual Education lesson in Year 7, a planned assembly programme, fully resourced and planned programme of Personal and Spiritual

Development (PSHEE) lessons led by tutors, and a highly acclaimed Curriculum Enrichment Programme in Year 9 which facilitates extensive links with organisations in the local community and provides all of our young people the opportunity to achieve the Duke of Edinburgh Bronze Award.

The school has recently been re accredited with the Holocaust Beacon Award (April 2024) and the RE Quality Mark Gold (2023).

We have numerous pupil leadership roles within school and an active social action committee. Each year group is usually linked to a particular charity. However, for the last two years we have embarked on a whole school project raising over £65,000 for our Zambia '24 Appeal. There is an extensive array of wider-curricular activities. Our biennial school production is always a truly uplifting, inspirational experience and our trophy cabinet is testament to the school's excellent success in numerous sports.

## Staff

The team of staff at St Michael's is exceptional and fully committed to enabling every young person in our community to flourish and embrace the myriad of opportunities available. All staff teach their subject specialism and have been supported in enhancing their practice through research informed pedagogical approaches to learning and teaching. Outstanding care and support is provided to pupils and staff in line with our Christian ethos. The large number of support staff are also an essential part of 'Team St Michael's' in helping to secure our vision and high expectations.

The school provides an excellent professional development programme, combining in-house whole school training, specialised training appropriate to career stage, in addition to external courses and conferences. The school has over 20 staff following various NPQs all with the Church of England. The school really does benefit from the commitment and dedication of its highly skilled staff and leadership team.

I hope the information provided on our website gives you a clear flavour of our ethos, of what to expect at St Michael's and also helps you to prepare for the application process.

I look forward to receiving your application.



Mrs Rachel Rongong  
Headteacher



# Letter from the Chair of Governors



Thank you for requesting details for the post of Admin and Reprographic Support Officer at St Michael's Church of England High School.

An extensive range of information about the school is available on the website. However, the governors are proud to emphasise the 'excellent' SIAMS inspection in November 2018, our super Ofsted report, November 2022 and our Holocaust Beacon School status (renewed April 2024). These were achieved by a whole school community approach of teachers, support staff, pupils, parents/carers and governors working together.

The strong academic, sport, and performing arts record is supported by the active Christian ethos apparent throughout the school; providing the opportunity for pupils to grow in body, mind and spirit. Staff focus on continually raising attainment, encouraged by inspiring, experienced, forward-thinking leadership and management.

Thank you for your interest and I look forward to hearing from you.

Yours sincerely  
*Mr C M Metcalfe*  
Chair of Governors



# Letter from the Head Girl and Head Boy

We really appreciate your interest in the role of Admin and Reprographic Support Officer at our school. St Michael's is a fantastic school with exceptionally high standards, allowing pupils to develop both academically, physically, socially and spiritually.

'Team St Michael's' is a phrase used regularly within our school life. The 'team' encompasses parents/carers, pupils, staff and governors, who all work closely together allowing pupils to flourish. This 'team' helps create a strong pupil teacher relationship based on mutual respect and a sense of Koinonia. Exceptional examination results already demonstrate that this is in place.

Christianity is at the heart of all that happens at St Michael's. 'Growing in body, mind and spirit' is the school's philosophy. At St Michael's, pupils' faith in Christianity is developed and encouraged. Each year group has a weekly worship, tutorial worship and prayers every morning and Christian values are embedded within lessons, helping to produce a supportive, compassionate environment.

St Michael's really is a fantastic place to learn. Pupils experience engaging and productive lessons, which challenge and support us.

'Celebrating the uniqueness of each individual' is another key focus, which is already well integrated into school life. We hope the member of staff appointed will be passionate and enthusiastic and willing to go the extra mile to support us in all that we do.

Yours sincerely  
Evelyn and James  
(Head Girl and Head Boy 2025-26)







# Application Process and Information

Admin and Reprographic Support Officer

**Temporary post required from 1<sup>st</sup> September 2025 until 31<sup>st</sup> August 2026 or the return of the postholder, whichever is the soonest.**

**Term time only (20 hours per week) Monday to Friday 10am – 2pm (flexible)**  
**Grade 4, point 4-6 £24,404 to £25,193 Pro rata £11,154 to £11,510**

Closing Date for Applications: Monday 28<sup>th</sup> July 2025

Interviews: Wednesday 30<sup>th</sup> July 2025

Start Date: September 2025

Applicants are asked to provide a fully completed application form and a supporting letter (no longer than 2 sides of A4 in length in Arial point 12) that clearly sets out how your experience to date prepares you for the advertised post (with reference to the job description and person specification).

Applications should be returned by email to: [vacancies@saint-michaels.lancs.sch.uk](mailto:vacancies@saint-michaels.lancs.sch.uk) by **9.00am on Monday 28<sup>th</sup> July 2025.**







Person Specification/Selection Criteria  
Admin and Reprographic Support Officer

***The applicant will be required to safeguard and promote the welfare of children and young people and be faithful to the trust deed.***

**Note:** Candidates failing to meet any of the essential criteria will automatically be excluded

## Person Specification

### Section A Qualifications, Experience and Professional Development

Training and Qualifications		
5 GCSEs at C or above or equivalent, including Maths and English	E	A
Further professional qualifications, eg A level, BTEC or higher in relevant subjects	D	A
A willingness to work towards a higher professional qualification	D	A/I
Evidence of Continuous Professional Development	D	A/I
First Aid qualification or willingness to complete this qualification	E	A/I
To have undertaken safeguarding training or have a willingness to do so	E	A/I

### Professional Development and Experience

Good computer skills -confident (with training) in working with different software	E	A/I
Experience of MS Word, Excel, Outlook, internet use	E	A/I
General Office administration experience	E	A/I
School based office administration	D	A/I
Willingness and motivation to develop own skills	E	I

### Section B Professional Knowledge, Skills and Understanding

Maintain and develop close relationships with and provide advice to staff, parents, governors and the community	E	A/I
Communicate effectively (both orally and in writing) parents, carers, staff and pupils	E	A/I
Be able to work on own initiative with excellent organisational skills and adaptability	E	A/I
Work effectively within a busy school team	E	A/I
Commitment to safeguarding and protecting the welfare of children and young people	E	A/I
Ability to be assertive yet lead with empathy and sensitivity	E	A/I
Resilient with excellent organisational and time management skills	E	A/I
Ability to utilise a variety of ICT systems	E	A/I
Ability to write effectively for a variety of different audiences	D	A/I
Ability to work flexibly and under pressure	E	A/I
Commitment to undertake in-service training	E	A/I
Ability to demonstrate a commitment to the Equal Opportunities policies in practical terms in the context of service delivery, employment issues and commitment to customer care practices	E	I

### Section C Personal Skills and Attributes

Fully supportive of the Christian ethos of the school	E	A/I
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Enhanced DBS Disclosure will be required	E	A/I
Ability to maintain confidentiality and discretion at all times.	E	A/I
Driving licence and car	D	A
Smart appearance in accordance with the school dress code	E	I

### Section D: Confidential References and Reports

Positive and supportive faith reference from the priest/minister where the applicant regularly worships	D
Positive recommendation from all referees, including current employer	E

#### KEY

E = Essential

D = Desirable

A = Application

I = Interview

R = References

The role and responsibilities may evolve over time in accordance with the grade of the post. As a vibrant and successful school there are many demands on time, so flexibility and the ability to work under pressure are essential skills for this post; although you will benefit from working alongside supportive colleagues in a well-established team.

This post may involve occasional work beyond school hours in support of school events/meetings such as Parent Consultation Evenings, Open Evening, School Improvement meetings, Pupil Manager meetings.





## Job Description

### Admin and Reprographic Support Officer

**Line Manager:** Director of Operations and Exams Officer

Our mission statement:

*As a vibrant learning community we choose to  
Serve God  
Pursue Excellence  
and  
Celebrate the uniqueness of each individual*

#### **We aim to achieve this mission by:**

- providing a learning experience which enables our pupils to flourish and grow in body, mind and spirit
- providing a learning environment which is ordered and disciplined
- encouraging and recognising positive progress, attainment and behaviour both within and beyond the curriculum
- having high aspirations and high expectations from all, confident that everyone can experience success

#### **Main Purpose**

As an effective member of support staff and under minimal supervision, provide an efficient reprographic service. Admin duties may include visitor and pupil reception and general administrative duties in the main school office.

#### **Key duties:**

##### **Reprographics**

- Ensure that all printing and finishing is presented correctly and completed within agreed timescales
- Ensure that all machinery and equipment is clean and safe
- Advise staff on presentation of documents
- Creating booklets or other resources as required
- Order reprographics supplies and equipment to maintain stock levels from an agreed budget
- Contact technicians in the event of machinery breakdowns
- Maintain records of figures and costs for reprographics department and advise staff of costs where required
- Assist in the promotion of reprographic services
- Complete any laminating work required
- Creation of resources for curriculum area as required
- Produce reprographic and laminating work for displays in curriculum and general areas, creating banners, printing and putting up work as directed by teaching staff.
- Ensure any copying is within the printing copyright procedures and regulations.

##### **General Admin Support**

- Undertake main reception duties including answering telephone and responding to routine queries, including, where appropriate, dealing with external visitors and pupils.
- Supporting with hospitality for visitors and staff during the school day. This may also include providing support setting up rooms for meetings and events.

- Provide general school administrative support, using Microsoft products and the various school systems.
- Provide support to curriculum areas which may include, typing up of meeting notes, schemes of work, data inputting, order requisitions, stock check of incoming deliveries, distribution and storage of stock.
- Distribution of mail around school and franking of out-going mail.
- Provide support for pupils coming to the office for assistance. For example, this will include, providing first aid/ sickness response, lost property, helping pupils with any lost items, timetables, resources and other queries.
- Support the Wellbeing team and Attendance, in managing pupils around school, helping out at internal events (such as careers events, vaccinations, school photographs)
- On occasion and with prior agreement, you may be asked to attend and support events out of school hours, for which you will receive time off in lieu.

### **General**

- To work as part of the wider team, providing support where required and as necessary throughout the school year, to meet the demands of the need of the school.
- To work within school policies and procedures.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues.
- Any other duties as requested commensurate with level of pay.
- Be involved in personal Continuing Professional Development and school wide training

**Note: In addition, other duties at the same responsibility level may be interchanged with/added to this job description.**







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