



**Resources Assistant**

**Stoke Damerel Community College / Scott  
Medical & Healthcare College**

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## Introduction

Thank you for your interest in the post of Resources Assistant at Stoke Damerel Community College and Scott College Campus.

This is a unique and exciting opportunity to join the campus and further contribute to the life chances of young people in the school and across the Trust.

Stoke Damerel Community College and Scott College are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

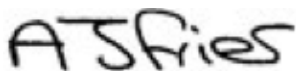
As one of the highest performing multi-academy trusts in the country, we currently comprise of thirty schools: seven in South London, five in Berkshire, one in Surrey, fourteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

Stoke Damerel Community College and Scott College are committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information [HR@sdcc-smhc.net](mailto:HR@sdcc-smhc.net). We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely



Anita Frier  
Headteacher

Stoke Damerel Community College and Scott Medical and Healthcare College

## **Greenshaw Learning Trust – ‘Always Learning’**

GLT is one of the highest performing multi academy trusts in the country that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

At GLT it is really important to us that our classrooms are disruption free and the schools are calm and orderly. Our shared behaviour policy assists to make this happen and enables our teachers to have the greatest impact on the educational outcomes of the children in their classes.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 3,000 people and educates nearly 19,000 students. Further information about our schools can be found [here](#).

## **The Greenshaw Learning Trust Mission Statement**

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

## **Greenshaw Learning Trust Employee Benefits**

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer contributions to Local Government (LGPS) or Teachers Pension Scheme
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Free eye tests
- Childcare Voucher scheme
- Car benefit scheme
- My Health discounts



## Terms and Conditions – Resources Assistant

<b>Line Managed by:</b>	<b>Marketing and Engagement Manager</b>
<b>Line Management:</b>	N/A
<b>Contract:</b>	Permanent
<b>Salary:</b>	<p>Salary calculated in line with NJC Grade B pay scale, points 3 – 4 <b>£22,737 – £23,114 fte, per annum</b></p> <p><b>Actual salary: 15 hours = £7,949 - £8,080</b></p> <p><b>25 hours = £13,248 - £13,468</b></p> <p>(starting salary, and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder).</p>
<b>Hours of Work:</b>	Between 15 – 25 hours per week x 39 weeks per year. (Term time, plus 5 inset days)
<b>Place of Work:</b>	The successful candidate will undertake work across both Stoke Damerel Community College and Scott Medical and Healthcare College. No additional travel is required as the sites are next door to each other.
<b>Medical Examination:</b>	The appointment is subject to a satisfactory medical report.
<b>Superannuation:</b>	<p>Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <a href="https://www.lgpsmember.org">https://www.lgpsmember.org</a></p>
<b>Holiday Entitlement:</b>	The annual holiday entitlement is 23 days plus 2 extra-statutory days. The postholder will be paid an enhancement for holiday pay, which is included in the salary details above
<b>Probation Period:</b>	New employees are required to complete a six-month probationary period.
<b>Disclosure &amp; Barring Service Check:</b>	This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check.
<b>Right to Work Check:</b>	<p>This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance.</p>

## **Job Description – Resources Assistant**

This job description forms part of the contract of employment of the successful applicant.

### **Main purpose of the role**

The post holder will work alongside the resources and media coordinator providing a high quality and cost-effective reprographic service to staff and students. To assist staff and students with their reprographic requirements. To assist with a range of marketing materials in both print and digital form.

### **Main duties and responsibilities**

- To be able to work with a range of different audiences including students, teachers and support staff.
- Scanning, photocopying and filing documents
- Conducting research upon request
- Managing office supplies and doing stock checks
- Preparing documents such as posters, presentations and spreadsheets
- Assisting the Marketing and Engagement Manager with duties such as, posting on the school websites and social media channels, helping to arrange events and putting together display boards
- Assisting with photography and implementing good GDPR practices
- Applying excellent attention to detail
- Basic computer skills
- Have a strong work ethic, high personal work standards and an attention to details
- Be able to work supportively as a member of the team, with good interpersonal skills
- Other duties as directed by your line manager

### **Personal Development**

- Participate in a programme of CPD

### **Trust Standards**

- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust's Code of Practice and its policies and procedures
- Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures
- Undertake all duties with due regard to the Trust's equalities policy and relevant legislation
- To uphold and promote the ethos and values of the Greenshaw Learning Trust

These responsibilities may be varied from time to time to meet the changing needs of the college.

### **Standards**

Work within the requirements of the Trust's Health and Safety Policy, Keeping Children Safe in Education, performance standards, safe systems of work and procedures.

Undertake all duties with due regard to the Trust's Equalities policy and relevant legislation

### **Personal Development**

Participate in a programme of CPD

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

## Person specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
<b>Training, Qualifications and Experience:</b> On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	<ul style="list-style-type: none"> <li>● Strong academic record, including English and Maths at Grade C, 4/5 or equivalent</li> <li>● Ability to produce accurate work to tight deadlines</li> <li>● Good level of ICT Skills</li> <li>● Ability to manage time effectively</li> <li>● Good verbal and written communication skills</li> <li>● Awareness of printing and design software and the impact of technology on today's classrooms and business environment</li> </ul>	<ul style="list-style-type: none"> <li>● Relevant printing and digital artwork qualification</li> <li>● Experience of working / volunteering in a similar role</li> <li>● Experience of working with design software including Adobe Creative Suite</li> <li>● Experience of using Office and Google Suite applications</li> </ul>
<b>Personal and Professional Qualities and Attributes:</b> In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> <li>● Ability to manage time effectively</li> <li>● Have a good understanding of Health and Safety at work and Approved Codes of Practice</li> <li>● Ability to meet the physical demands of the role</li> <li>● Able to work independently without supervision</li> <li>● Able to work effectively as part of a team</li> <li>● Ability to be flexible and supportive to colleagues</li> <li>● Be comfortable working around young people and understanding the ethos of the MAT</li> <li>● Punctual, reliable and trustworthy</li> <li>● Enthusiastic &amp; hardworking</li> </ul>	<ul style="list-style-type: none"> <li>● Ability to travel to other sites</li> </ul>



## The Recruitment Process

### 1. Application

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website <https://www.greenshawlearningtrust.co.uk/join-us/staff>.

The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than **Midnight on Sunday 10<sup>th</sup> December 2023**. Applications received after this date and time will not be considered.

### 2. Shortlisting

Shortlisted applicants will be invited by telephone or email to attend an interview. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

### 3. Interview Process

Interviews date is to be confirmed. Applicants will also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

### 4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

### 5. Taking up post

The successful applicant will take up the post as soon as possible.

### 6. Additional information

For further information, please contact the Plymouth HR team via email: [hr@sdcc-smhc.net](mailto:hr@sdcc-smhc.net)

### 7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expect staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.