

Reprographics Administrator

Penistone Grammar School, Huddersfield Road, Sheffield, S36 7BX
01226 762 114 : www.penistone-gs.uk : @PenistoneGS



We are excited to be able to offer an opportunity to join our amazing administrative team in the role of Reprographics Administrator

Contract: **Permanent**
Hours: **20 hours per week, term time plus 3 weeks: 41 weeks**
Salary Range: **Grade 3 SCP 5 - 6, 24790 - £25183 per annum (Full Time Equivalent)**
Actual Salary: **£12258 - £12452 per annum**
Start Date: **September 2025**

About the role:

The role of Reprographics Administrator is central to the school's service strategy. Joining the administration team, you will provide a comprehensive, cost effective and efficient reprographics service, ensuring that high quality items are provided at all times. The role forms an integral part of our administration team and is key in maintaining high standards of service to our internal school community.

Ideally you will have:

- High standards and an acute attention to detail
- The ability to use a wide range of IT packages including the Microsoft Office suite to a good standard
- Excellent communication skills
- Ability and willingness to play a full role in the team
- Minimum Grade C GCSE (or equivalent) qualifications generally and specifically in English/Literacy and Maths/Numeracy

The successful candidate will have either previous experience in a similar role or will have transferrable skills and experience and be excited at the opportunity of taking on a role within this key area.

About our school:

Our school culture is built around our 5 Core Values: Aim High, Be Determined, Be Kind, Be Supportive and Be Proud. We are also extremely proud of our Values Driven approach. We are a vibrant, oversubscribed 11 to 18 comprehensive school with excellent GCSE results across all subjects and are recognised as one of the highest performing schools in the region in terms of Key Stage 4 outcomes. Our A level results and destinations are equally impressive, with the school placed in the top 10% in the country for the last 3 years of validated outcomes, and over 90% of students gaining entrance to their preferred choice of university in 2024.

We are committed to professional development for all staff, regardless of role. We have an innovative staff development programme, which truly empowers staff to take control of their own professional development through a supportive peer-coaching model. Regardless of what point you are at in your career and whatever your aspirations may be, Penistone Grammar School can support you to achieve them.

As a school, we pride ourselves on evidence informed practice, consistently high standards of teaching and learning, and a commitment to the success of all students, both academically and pastorally. If you share our vision, we want you to be part of our team.

How to apply?

Further information about Penistone Grammar School and the role can be found on <https://penistone-gs.uk/current-vacancies>. Please download the application form and information pack to apply.

The closing date for receipt of completed application forms is **Tuesday 9 September 2025 at 10.00am**.





Penistone Grammar School Reprographics Administrator

Never Stop Flying





Penistone Grammar School

Never Stop Flying

Principal: Mr P Crook (B.Ed Hons)

Huddersfield Road, Penistone, Sheffield, S36 7BX

www.penistone-gs.uk

enquiries@penistone-gs.uk

01226 762114

@PenistoneGS

Achieving Excellence through a Values Driven Education

14 July 2025

Dear Applicant

Thank you for expressing an interest in Penistone Grammar School. I hope that the information in this pack is helpful in providing an insight into our learning community.

Penistone Grammar School really is a special place to work. There's no doubt that our amazing student body of 1,900 and our state-of-the-art building, set in beautiful surroundings, make coming to work worthwhile. However, what really makes Penistone the school it is, is our staff. Our success as a school is directly attributable to the collaborative interaction and support between colleagues, complemented by a commitment to doing all they can for the benefit of each and every one of our students. We value the unique contribution each member of staff makes to our learning community.

If you would like to apply for this post, please complete the attached application and write a supporting statement on the following:

- Why you want to apply for this post
- Your relevant experience and skills that make you a suitable candidate

Your statement should be no more than 2 sides of A4 (font size 12). If you have any queries about any aspect of the post, please do not hesitate to contact Sue Williams, HR Officer by email: HR@penistone-gs.uk

Yours sincerely

Mr Paul Crook
Principal



Never Stop Flying

Achieving Excellence through a Values Driven Education



Penistone Grammar School

We are a large and successful school with state-of-the-art facilities. The school comprises of 1900 students including 300 post 16 students. We are fully committed to meeting the needs of all our students and providing them with the very best teaching and learning. Students come to us from the small town of Penistone and from the surrounding villages. We also take students from further afield and we are over-subscribed. Our intake is genuinely comprehensive although we have retained Grammar School in our name to maintain the link with our history.

As the Principal, I am very excited about our future plans and as a staff we are working hard to make the most of our building to ensure that we can provide fantastic, new and exciting learning opportunities. We already share our best practice with other schools. Our ICT infrastructure is first class and the strategic development of ICT is central to the learning and teaching agenda for the school. This is a major focus of the Continuous Professional Development (CPD) programme to make sure that our staff have the skills to deliver new courses and to deliver learning in new and innovative ways. We are focussed on developing our students' ability to learn how to learn and we respond in a structured way to the individual needs of learners. Within this context we are always exploring new approaches to learning for both students and staff. At PGS we are researching and developing the very best pedagogical practice to ensure that Penistone is a flagship for innovation and creativity.

We are a vibrant, oversubscribed 11 to 18 comprehensive school with excellent GCSE results across all subjects; we are recognised as one of the highest performing schools in the region in terms of Key Stage 4 outcomes. Our A level results and destinations are equally impressive, with the school placed in the top 10% in the country for the last 3 years of validated outcomes, and over 90% of students gaining entrance to their preferred choice of university in 2024.

Our school culture is built around our 5 Core Values: Aim High, Be Determined, Be Kind, Be Proud and Be Supportive. We are also extremely proud of our Values Driven approach. Our last Ofsted inspection was very positive, confirming that we are securely 'good' in every category.

We have a great deal to offer, we are a happy educational community where the quality of relationships is of paramount importance for both our students and staff. You will be part of an excellent staff team whose aim is to deliver the highest quality learning opportunities for our students and to ensure that they achieve at the highest possible level. We will support your professional development and work with you in the achievement of your professional objectives.

You will work hard if you join us, but the rewards will be great. We hope you are creative, energetic, skilled, knowledgeable and innovative. We hope you will help us to take our school forward to become truly outstanding in every respect.

We look forward to receiving your application and thank you for the interest you have shown.



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JOB DESCRIPTION

Penistone Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

| | |
|---------------------|--|
| Job Title | Reprographics Administrator |
| Responsible to | Administration Manager |
| Responsible for | Not applicable |
| Grade | Grade 3 |
| Purpose of the Role | To provide a comprehensive, cost effective and efficient reprographics service for the whole school under the directive of the Administration Manager. |

The following information is provided to assist staff joining the school to understand and appreciate the work, content of the post and role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

CONTEXT

The Reprographics Administrator is based in the Reprographics room in the Administration corridor. Line managed by the Administration Manager, they are expected to work under their own initiative to provide a high-quality, customer-focussed reprographics service for all staff across PGS, managing time and workload accordingly.

A significant proportion of the work undertaken will involve the use of expensive and complex photocopying and binding machinery, for which it will be necessary to spend significant periods of time standing and bending. Alongside this, the Reprographics Administrator will contribute towards the provision of the school's busy reception facility, answering telephones, managing visitors and dealing with students.

MAIN DUTIES

Reprographics (90%)

1. To provide a smooth, efficient and high-quality reprographics service.
2. To maintain stock levels, reordering as appropriate.
3. To prepare a variety of documentation to a high standard employing a wide range of photocopying, binding, laminating, scanning and presentation techniques.
4. To advise on the most cost effective and appropriate way to present documentation and advising on ways to reduce copying costs.
5. To remain up to date with new technologies, identifying equipment and techniques which will improve service delivered to staff.
6. To ensure photocopiers across the school are working effectively, addressing minor issues that may cause disruption to service including removing paper jams and ordering toner, and seeking external advice in the event of more complex problems.
7. To liaise with external engineers where appropriate to arrange for routine maintenance and repairs to all machines both within the reprographics area and across the school.
8. To liaise with the Finance Team to provide itemised information to support the recharging of work undertaken for departments and to support capitation budget holders to track and manage their budgets specifically in relation to photocopying.
9. To arrange for distribution of completed work as appropriate.
10. To ensure work undertaken complies with Data Protection and Copy Write Legislation and provide advice to colleagues where necessary.
11. To undertake work in line with the school's Health & Safety Policy, reporting any concerns immediately to the appropriate person.



MAIN DUTIES

ADMINISTRATION (10%)

1. To independently organize and prioritise workload ensuring work is completed accurately and efficiently to a high standard, liaising with the Administration Manager
2. To work under own initiative to produce a variety of documentation to a high standard as a result of briefs submitted by a range of staff, including Senior Leaders, Subject Learning Leaders, Student Learning Leaders and teaching staff.
3. To contribute to providing a customer-focussed reception facility, greeting visitors, answering telephones and covering for staff absence as required and in line with standard operating procedures.

GENERAL INFORMATION

1. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
2. To promote actively the school's policies.
3. To actively promote and undertake personal professional development and the professional development of colleagues.
4. To comply with the school's Health and Safety Policy and undertake risk assessments as necessary.
5. To comply with the school's procedures concerning safeguarding.
6. To comply with GDPR regulations and ensure these are followed throughout school.

OTHER POINTS OF NOTE

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description on a short-term basis.
- Employees are expected to maintain a standard of business dress conducive to their position as a professional and in setting an example to students.

REVIEW ARRANGEMENTS

The details within this job description were reviewed in **July 2025** and will be reviewed annually as part of the Appraisal process.

