



The Castle Partnership Trust

ACHIEVE | BELONG | PARTICIPATE

Executive Headteacher: Sarah Watson

THE CASTLE SCHOOL

Wellington Road, Taunton,
Somerset TA1 5AU
Tel: 01823 274073
www.castleschool.co.uk

COURT FIELDS SCHOOL

Mantle Street, Wellington,
Somerset TA21 8SW
Tel: 01823 664201
www.courtfields.net

WELLESLEY PARK PRIMARY SCHOOL

Homefield, Wellington,
Somerset TA21 9AJ
Tel: 01823 664876
<http://www.wellesleyparkschool.com>

ISAMBARD KINGDOM BRUNEL PRIMARY SCHOOL

Thomas Place, Wellington,
Somerset TA21 8FP
Tel: 01823 274073
<https://www.ikbschool.co.uk>

CANDIDATE INFORMATION

School: COURT FIELDS SCHOOL
Role: Reprographics Technician
Salary: £13,488

Applications: Completed applications should be emailed to tmorcom@educ.somerset.gov.uk or posted to:
Mrs Tracey Morcom, Court Fields School, Mantle Street,
Wellington, Somerset, TA21 8SW

November 2020

Dear Applicant

We are delighted that you are interested in working at The Castle Partnership Trust and the position we have available at Court Fields School. We hope that the application pack provides the information that you need to apply. Our schools are friendly and welcoming and our parents and students are always very appreciative. Visitors to Court Fields School always comment on our warm, friendly and purposeful learning environment. We pride ourselves on our excellent pastoral care, our varied programme of enrichment and extracurricular activities and our outstanding relationships with each student. The positive comments and compliments we receive from parents and members of the community help build a positive and warm school community where everyone is valued.

The Castle Partnership Trust is seeking an individual interested in joining this outstanding Trust comprising two secondary schools and a growing number of primary schools and a successful and thriving Teaching School. We are looking to appoint a Reprographics Technician at Court Fields School. The successful candidate will play an essential role within the School's Learning Resource Centre.

We love diversity and richness in our schools and welcome applications from those wishing to play their part in the growth of our students through their learning.

On a personal note, this is a fabulous Trust and it is a pleasure and privilege to work for our students and with our staff. This is the best team of people I have ever worked with. They willingly give up time and invest enormous energy in educating our young people. We want people to join us who share these very high expectations of themselves and those they work with. I look forward to hearing why you think you are the right person to join our Trust and how you will inspire our children.

Yours sincerely

S Watson

Sarah Watson
Executive Headteacher
The Castle Partnership Trust

P Matthews

Polly Matthews
Acting Head of School
Court Fields School

COURT FIELDS SCHOOL, WELLINGTON

Court Fields School has nearly 800 students on role and is an 11-16 fully comprehensive secondary school. Our 3 values of 'Achieve, Belong and Participate' drive all that we do.

Court Fields School puts students first, has effective learning at the heart of all it does and promotes a climate of success and achievement for every student. We have a passion for and a commitment to the core purpose of education and focus relentlessly on each student's right to the very best provision. We are committed to fostering self-confidence, enthusiasm, perseverance and integrity.

We continue to work relentlessly to support students to achieve academic success, develop their creativity and excel. We provide a positive learning environment where students can encounter a range of new experiences, safely and encouraged by a team of dedicated and highly experienced professionals. We believe that our vibrant learning community, coupled with a culture of high standards and high expectations brings out the best in every student and establishes the best possible foundations for the future.

Court Fields is an inspiring place to work. Having already made significant improvements over the last 12 months, it is an exciting time to join our team. Our staff, students, parents/carers and community are proud of the school, support its journey, and are committed to ensuring that Court Fields provides the very best for every child.

Staff at all levels have a strong visible presence within the school and both students and staff are responsive to one another. If there is a problem, we will take any action quickly and fairly. There must be no child invisible at The Castle Partnership Trust and incidents are dealt with quickly and effectively so children know and trust that we will take care of things and will go the extra mile with them. We are also committed to widening participation so that every child participates in learning and enrichment. All members of the school community are expected to pursue these aims.

The most important thing for our children is their safety. We foster a culture of vigilance amongst staff, students and parents. We always listen to children and take their concerns seriously. The Castle Partnership Trust is committed to safeguarding and all staff have a duty of care towards our young people. All complaints and concerns are fully investigated. Please note that for posts working with children the successful candidate will be required to undergo Disclosure and Barring Service checks in line with the Local Authority and School Child Safeguarding Policy.

THE CASTLE PARTNERSHIP TRUST CPD

At The Castle Partnership Trust, we value teachers and are serious about education for our students AND our staff. I do hope you find the wider opportunities attached to this post and our commitment to your professional development interesting and exciting. We have an outstanding record of training teachers and investing in our staff, believing that potential, enthusiasm and good subject knowledge leads to great learning. Even the best teachers need to keep refreshed and interested and our excellent CPD programme supports such opportunities to develop.

For those of you who are ambitious, this is an excellent opportunity to build skills and experience that will prepare you for the next stage in your career. Equally, we seek teachers who want to focus on their own practice and enrich children's lives through providing opportunities for students to become happy, prosperous adults with a strong moral compass and self-esteem to positively participate in society.

Whatever your career stage we have a superb CPD programme through our Teaching School. If you are ambitious, we will give you opportunities to develop leadership and management, through working with some of the best teachers in the country and to learn leadership from some of the best in the profession. We are aligned with Leading Schools South West who are the providers of the NPQ programmes and many of our own leaders deliver these programmes. We also have internal programmes for school leadership and 80% of participants on the school leaders course went on to gain promoted posts either within or beyond the Trust. The Trust is a growing and thriving community where joint faculty meetings and CPD ensure we all learn together and serve all the children in our Trust. There are increasing opportunities to develop leadership across the Trust and across phases as we open our first new primary school in 2020.

LOCATION

Location is everything. Court Fields School is nestled on the Somerset / Devon border surrounded by pretty villages and bustling market towns, the Blackdown Hills Area of Outstanding Natural Beauty, Exmoor and Dartmoor National Parks, and has easy access to the thriving centres of Exeter and Bristol and beyond. Nearby Taunton has plenty of options for sports enthusiasts including Taunton Rugby Club, Somerset Cricket Ground and Taunton Racecourse. An unmissable local cultural event is the Carnival, especially nearby Bridgwater Carnival which claims it can be seen from space!

APPLICATION

Please complete the application form, ensuring you give reasons for any gaps in employment.

CLOSING DATE

Completed applications should be emailed to tmorcom@educ.somerset.gov.uk or posted to:

Mrs T Morcom, Cover Manager and HR Assistant, Court Fields School, Mantle Street, Wellington, Somerset, TA21 8SW by **Midday Monday 30th November 2020, Interviews will be held on Thursday 3rd December.**



Job Description

The Trust's aims and values are fundamental and each member of staff will be expected to promote and develop these in all aspects of her/his work. All duties should be exercised in the context of these aims and values and in line with the Trust's policies.

Job title: Reprographics Technician

Responsible to: LRC Manager

Salary: Grade 15 Point 3 (£13,488)

Hours: 30 hours per week; 41 weeks per year. 7.45 am-2.15 pm Monday to Friday, with half hour unpaid lunch break each day.

The main purpose of the role is to provide a high quality and efficient reprographic service to school staff and support the LRC Manager.

Main Responsibilities:

- To receive, prioritise and process photocopying requisitions.
- To operate the photocopying machinery and other equipment in the most efficient and cost effective manner.
- To ensure appropriate stocks of materials and supplies are maintained, create order lists, ensuring best value is achieved.
- To maintain records of photocopying/resources used and take machine readings monthly.
- Provide monthly reports to the Finance Office for recharging to departments.
- Arrange servicing and repairs to the machines with approved contractors.
- To be responsible for the safe storage of equipment and materials and the disposal of waste products in accordance with the relevant regulations, guidelines and school procedures.
- To ensure that Health and Safety requirements and other relevant regulations (e.g. COSHH) are adhered to and observed.

Additional Duties

- Support the LRC Manager when needed and cover the LRC for lunch breaks and absence.
- Support the administration team when required.
- The post holder may be required to support in other areas throughout the school, including lunchtime supervision duties.

Knowledge, Skills & Experience

- Relevant experience of office work
- Familiarity with the safe and proper use of any specialist equipment for which the post will be responsible.
- Good interpersonal skills and the ability to work co-operatively within the staff team.
- First aid certificate would be advantageous, or the willingness to undertake training.

Additional Information:

- Comply with the requirements of the Data Protection Act and maintain strict confidentiality.

This job description is current at the date shown, but, in consultation, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.