Mill Hill

Instilling values, inspiring minds
Grimsdell | Belmont | Mill Hill School | Mill Hill International | Cobham Hall

Belmont

Reprographics / Office Assistant

Candidate Information Pack

INTRODUCTION

To provide high quality Reprographics assistance across all Belmont departments and to assist the Office with tasks and administrative duties.

Closing date for applications: 9am on Wednesday 17 August 2022

Key facts about the role:

Contract Type

PERMANENT – TERM TIME PLUS 20 DAYS

Reporting To

OFFICE MANAGER

Holidays

SCHOOL HOLIDAYS

Hours

8AM-5PM

Salary

£21,600

THE SCHOOL

Belmont
Belmont is the co-educational preparatory day school to Mill Hill and one of four schools that comprise the Mill Hill School Foundation. The school is set in 30 acres of the Mill Hill conservation area on the edge of the green belt and is over-subscribed. Some 540 pupils are on roll, aged from 7 to 13. Belmont has an excellent academic reputation and provides a happy and friendly environment in which pupils enjoy learning; the extra-curricular programme is extensive and of high quality.

Entry at 7+ is automatic from the pre-prep and selective for external candidates. Entry at 11+ is selective and gives automatic transfer to Mill Hill, the senior school, at 13+. Approximately 90% of pupils transfer; the remaining pupils are successful in gaining entry to other selective independent schools in north London and beyond. The school achieves high academic standards including in entrance exams to senior schools, with a significant number of pupils regularly achieving academic, music, art, design, drama and sports awards. The School has a strong reputation for outstanding pastoral care and the personal development of every child.

The Mill Hill Foundation places the safeguarding of all pupils as a fundamental priority.

Further details about the School can be found on the website at: **millhill.org.uk/belmont**

The Mill Hill School Foundation Ethos
The Mill Hill School Foundation comprises of seven schools, four are located in Mill Hill: Grimsdell (Pre-Prep), Belmont (Prep), Mill Hill School (Senior) and Mill Hill International. Cobham Hall is located in Kent and became part of The Foundation in 2021 and our most recent additions are Keble Prep and Lyonsdown School in North London.

Our stimulating academic environment and numerous activities outside the classroom encourage learning and personal growth. We are committed to the development of every pupil and believe that our friendly and supportive community helps this to happen.

We seek as a Foundation to instil a love for learning which will last a lifetime whilst balancing this with a readiness to embrace change, and therefore equipping our pupils for life, both now and in the future. We are committed to the on-going professional development of all our teaching and support staff as well as the full induction and training of all new staff.

JOB DESCRIPTION

- To be efficient in the operation of all copy and print devices within the Print Room, basic fault diagnosis & liaising as necessary with maintenance engineers / suppliers and understand the systems in all major printing processes, ensuring a smooth operation of print production & dispatch service
- To develop and implement an efficient and effective method of processing work requests, ensuring sufficient priority is given to support key deadlines and outputs
- To undertake all departmental printing requests, including brochures and leaflets
- To support, advise and train other members of staff as appropriate on the use of multi-functional Reprographics system and equipment
- To manage the reprographics resources (i.e. printers, toners etc.) in an efficient, cost effective and environmentally friendly manner
- To dispose of confidential materials and resources in line with the School's Data Protection Policy
  To carry out regular toner and safety checks on reprographic equipment; arrange equipment repairs as required to ensure the smooth operation of equipment
- To liaise with the office manager and external suppliers of paper/toner/staples ensuring value for money
- To support with the implementation of a new reprographics system (Follow Me); full training will be provided
- To support with maintenance of corridor displays and notice boards throughout the school
- To assist in other departments including administration support in Music
- To assist with the filing of pupil documentation when required
- To locate staff and pupils as required to assist the Office
- To support administrative and printing tasks required by the Office
- To handle telephone enquiries efficiently and courteously when required
- To promote a positive image of the School to all staff, parents, and visitors both internally and externally
- To display appropriate conduct, behaviour, and communication skills, displaying a professional but friendly manner, when dealing with pupils, parents, and other members of staff, including a commitment to equal opportunities
- To create letters and documents as directed
- To participate in training and development activities and programmes and attend and participate in meetings as required
- To comply with policies and procedures, and report all concerns to an appropriate person, in respect of child protection; Health, safety and security; confidentiality, and Data Protection
- To perform any other duties as requested by the Office Manager as commensurate with the post
- To assist in ensuring that the School Office is kept tidy, organised and in good order, always adhering to Health and Safety guidelines

PERSON SPECIFICATION

Qualifications and Skills

- Have a broad education that includes a minimum of five GCSE's including Maths and English Language (or equivalent)

Experience and Knowledge

- Experience of using reprographics equipment
- Experience of general clerical work
- Proficient in the use of Office computer software, including word-processing, spreadsheets, database, and internet systems



Abilities, Skills and Attributes

- Strong IT skills
- Demonstrate a cooperative, reliable, 'can do' attitude with good communication skills both on the telephone and in person that allows effective communication at all levels of the Foundation
- Demonstrates great communication & interpersonal skills
- Demonstrates an ability to quickly establish positive working relationships with pupils, staff, parents and a wide range of people from within and outside the Foundation
- Demonstrate an ability to handle difficult situations with sensitivity, confidentiality and discretion at all times, combined with a calm personality, a practical approach and sound judgement
- Ability to be a good role model to young people – demonstrate and promote positive values, attitudes and behaviour
- Demonstrates an ability to maintain a nonconfrontational approach
- Show initiative, drive, and commitment to ongoing improvement
- To dress and conduct oneself professionally
- Have a friendly, calm and professional approach, particularly when multi-tasking under pressure
- Be punctual, reliable and trustworthy
- To demonstrate confidence, enthusiasm, flexibility, and responsiveness to change and have a sense of humour

HOW TO APPLY

1. If you would like to apply for this role, please download the application form from the **School website**, Our Guidance Notes for Applicants can also be found on the website.

View Online Page

2. Your application form should be completed in full and returned to **applications@millhill.org.uk** by **9am on Wednesday 17 August 2022.**

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

Interviews to take place week commencing Monday 22 August 2022.

The Mill Hill Foundation is committed to safeguarding the welfare of children. The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.



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