



The Ted Wragg Multi Academy Trust is a values driven, rapidly growing 2 – 16 Trust with a relentless focus on transforming lives through learning by delivering outstanding outcomes for every student, regardless of background. With a reputation for highly successful school improvement in very challenging circumstances, we are passionate about driving up standards and raising the aspirations of all our students.

## Isca Academy

### Resources Assistant

Part-Time 30 hours per week, Term-time only, Grade C, Salary: £11,819 per annum  
Starting as soon as possible

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**Do you have the ambition to support the outstanding progress and attainment of children regardless of their background and prior learning?**

We are seeking to appoint a motivated, capable and proactive person to support both students and staff at the Academy through the provision of reprographic and resource needs.

This is a varied post, involving all aspects of preparing and producing materials for use in lessons, the stock keeping and maintenance of resources, and the maintenance of equipment in compliance with Health and Safety regulations as well as the supervision of students at key times of the school day. Relevant experience would be an advantage, although training will be offered. Excellent organisation, prioritisation and time management skills as well as a proactive approach are essential, as is a commitment to supporting students and colleagues.

Our school is located on a recently designed campus with purpose-built accommodation, offering spacious and excellent teaching and learning facilities. We currently have a roll of 835 students, rapidly growing to a capacity of 950. Isca Academy prides itself on providing high quality comprehensive education. Our students have a broad range of abilities and aspirations on entry, from able, gifted and talented to students needing more support with literacy and social skills. Our focus remains on every student in our school exceeding expectations, whatever their starting point. Beyond academic credentials, we firmly believe in the value of a more rounded education which promotes creativity, self-belief and confidence, and as such, offer an exceptional extra-curricular and outdoor education programme.

You will be joining a busy, energetic and committed team of professionals working at the heart of the school and at the forefront of inclusive education.

Closing date for application: **10am on Monday 11<sup>th</sup> February**  
Interviews will take place on: **Week commencing 11<sup>th</sup> February – date to be confirmed.**

The Ted Wragg Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed.

Application forms and further information are available from our website:  
[www.iscaexeter.co.uk](http://www.iscaexeter.co.uk) or by email to [bharrad@iscaexeter.co.uk](mailto:bharrad@iscaexeter.co.uk)



## **ISCA ACADEMY – JOB DESCRIPTION**

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Post: Resources Assistant  
Grade: C  
Line Manager: Assistant Head -Operations

### **JOB PURPOSE**

- To ensure the overall efficient and effective day to day running of the services within the reprographics and resources area.
- To provide support for the Academy Library.

### **OBJECTIVES**

- To ensure the Academy day to day clerical and reprographic needs are met efficiently and effectively.
- To provide appropriate support to pupils and staff in the production of materials.

### **MAIN AREAS OF RESPONSIBILITY**

- Prioritising of work schedules in the resources area.
- Preparation of curriculum, reports and publicity material, using graphic and reprographic resources and equipment.
- Maintenance of records, preparation and submission of charges for work undertaken.
- Sale of consumables to pupils/staff and the maintenance of petty cash records from sales and private reprographic work.
- Updating information including records and inventories.
- Processing worksheets from samples.
- Providing pupil supervision cover in the absence of the librarian and at key times of the day.
- Supporting exams through reading and scribing or invigilation.

## KEY TASKS

- Prioritising work schedules in the resources area.
- Preparation of curriculum, reports and publicity material using graphic and reprographic resources and equipment.
- Maintenance of records, preparation and submission of charges for work undertaken.
- Maintenance of reprographics stock records.
- Liaising with external service agencies to arrange repairs to equipment.
- Providing pupil supervision cover in the absence of the librarian and assistance with supervision of the library during break times.
- Sale of consumables to pupils/staff and the maintenance of petty cash records from sales and private reprographic work.
- General clerical duties, including word processing and maintenance of records, etc.
- Providing advice to staff and pupils on the use of reprographics equipment.
- Processing of worksheets and teaching resources.
- Maintaining inventories for reprographics.
- Any other duties as directed by the Academy Leadership Team.

In undertaking the above duties, the Health and Safety Policy detailed in the Health and Safety Manual must be followed.

All support staff may be required to assist with reception cover and exam invigilation.

There may be a requirement for you to be first aid trained and provide first aid support to students as necessary.

## ALL ISCA ACADEMY STAFF ARE EXPECTED TO

- Ensure that the aims, priorities and policies of the Academy and Trust are adhered to, including the staff Safeguarding Code of Conduct.
- Engage positively in organised professional development activities and the staff appraisal process.
- Maintain respectful and effective communication with students, staff and visitors.
- Act as a positive representative and advocate of the Academy and its pupils in all circumstances and at all times.
- Carry out any other duties as reasonably requested by the Headteacher.

**This job description is subject to review by consultation.**