



**DARTFORD** GRAMMAR  
SCHOOL   
A LEARNING COMMUNITY DEVELOPING INTERNATIONAL CITIZENS

## REPROGRAPHICS OFFICER

# APPLICATION INFORMATION PACK





## **Welcome to Dartford Grammar School**

Dartford Grammar School was founded in 1576 and is one of the oldest schools in England. For nearly 450 years, Dartford Grammar School has enabled young people from Dartford and its surrounding area to achieve great things. It is proud of the confident, thoughtful, energetic global citizens that leave the school, fully prepared to contribute to the community, and to rise to the challenges of an increasingly complex future in the wider world.

Dartford Grammar School's students are extremely successful. They enjoy doing remarkably well – both at their academic work and in the team work associated with the widest range of co-curricular activities. They value the talents, ideas and successes of others.

Judged outstanding in every Ofsted inspection, Dartford Grammar School provides a broad, balanced international education, following the principles of The International Baccalaureate both in the Middle Years and the Sixth Form. Every student studies either Mandarin Chinese or Japanese from Year 7 and an additional European language from Year 8.

It is rare to be a school within the British education system that offers the IB curriculum exclusively, and we are proud to say that we now offer the opportunity to study the IB Diploma in the Sixth Form to more students than ever. The School received The Sunday Times IB School of the Year award in both 2017 and 2020, and then became the Sunday Times IB School of the Decade in 2020 too, paying testimony to the ongoing excellent results arising through the focus and energy of students and staff in maximising the opportunities the Diploma supports. We believe that the learning benefits and the prospects for university admission are palpable and justify this unrelenting drive to secure a modern international curriculum. Parents do appreciate the opportunities offered to their children through the co-curriculum and the personalisation offered by an almost unlimited choice of subject in the Sixth Form.

As one leading and reputable educational commentator concluded recently: ***'This is no bastion of educational privilege, but one that has achieved its notable success through hard work, inspired teaching and free-thinking. It is one of the country's truly exceptional schools – and one to be treasured.'***

The school's mission statement, **'A learning community developing international citizens'** reflects the purpose of an IB World School; **'to develop young people who help to create a more peaceful world through intercultural understanding and respect'** and **'to encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right'**.

**Julian Metcalf**

**Head**

# ABOUT US

## *A learning community developing international citizens*

Dartford Grammar School is a selective secondary academy for boys, which admits girls to its sixth form. There are six forms of entry to Year 7, and all of the students joining the school are from the top 25% of the ability range. The students come from Dartford, neighbouring towns and villages, and nearby London boroughs. The current roll is 1,516, including 598 in the sixth form.

### **Curriculum**

Dartford Grammar School offers a unique seven year innovative curriculum based on the educational philosophy of the [International Baccalaureate](#) (IB). This begins with the [Middle Years Programme](#) (MYP) in the lower school and then concludes with the [Diploma Programme](#) (DP) in the Sixth Form. The International Baccalaureate (IB) is offered around the world in 146 countries and we are proud that we are a leading IB World School, offering a truly international education. The IB courses are crucial to our ethos encouraging students to be independent, creative and highly successful lifelong learners. We were the first British state school authorised to offer the IB Middle Years Programme to pupils in Year 7 to 9. However, no prior experience of the International Baccalaureate is needed, and the successful applicant will have the opportunity to undertake appropriate CPD as required.

In Years 7 – 9, students develop their knowledge and understanding of their subjects through the skills based Middle Years Programme which is underpinned by the philosophy of the [Learner Profile](#). In Years 10 and 11, students follow a broad range of academic GCSE subjects, including English Language, English Literature, Mathematics, either double or triple Science, two Humanities from History, Geography and Religious Studies and a further option from Art, Drama, Music, Design Technology, Computer Science and Physical Education. We are the only school nationally where all students sit GCSE examinations in two Modern Foreign Languages, one from Mandarin Chinese or Japanese then either French, German, Latin or Spanish. Our innovative Creativity Week programme allows all students to enjoy a cross-discipline approach to their learning and develops independence and autonomy.

In the Sixth Form we offer the IB Diploma to approximately 600 students each year, a programme that equips them with the key skills and a broad but deep subject knowledge to succeed in higher education or employment. The IB Diploma is recognised around the world and so allows students to access universities both in the United Kingdom and internationally. Through the IB Diploma, all students study English, Mathematics, a Language, a Science, a Humanity and either an Arts subject or a second choice from Languages, Science or Humanities. Students choose their six subjects from two levels of entry; three at higher level and three at standard level. Additionally students complete a 4000 word [Extended Essay](#), as well as a study of [Theory of Knowledge](#) and an exciting Creativity, Activity and Service project (CAS). It is anticipated that the successful applicant will have a considerable sixth form teaching timetable.

Our entire curriculum, in line with the IB Learner Profile, encourages students to be internationally minded and aware of the importance of cultural diversity while embracing British values. Our curriculum offers academic rigor with the balance of a vibrant co-curriculum where all students actively participate in the wider life of the school. All of this is underpinned by our commitment to pastoral care and student and staff wellbeing.

Students at Dartford Grammar School enjoy very high academic success. In 2022, with a return to external examinations at both GCSE and IB Diploma level, students gained 81% of all GCSE entries at grade L7-9, and 70% of all IB Diploma entries at grade L6/7, respectively. The school's examination results continue to be exceptional. A GCSE P8 score of 0.92 places Dartford Grammar School as the highest performing boys' school in Kent in 2022. Our sixth formers gained an average UCAS point score of 224 and an average IB point score of 37.7 in 2022. The L3VA will present the school as one of the highest performing sixth forms in the country for progress. Almost all Year 13 students proceed to university with 92% of students successful at their first or second choice, 71% successful at Russell Group universities, 58% taking up STEM related courses and 2% progressing into higher level apprenticeship qualifications.

The L3VA will present the school as one of the highest performing sixth forms in the country for value added. Almost all of Year 13 students proceed to university with 100% of students successful at their first or second

choice and 77% successful at Russell Group universities. In 2021, our students received outstanding grades that were precisely in line with teacher predictions.

### **Ofsted Inspections**

The school has been identified five times by Her Majesty's Chief Inspector as one of England's most successful schools, reflecting a sustained period of outstanding achievement. In 2020, the school became the Sunday Times IB School of the Decade.

### **Buildings and Facilities**

The school, founded in 1576, has occupied its present site since 1866. Additional buildings have been constructed since then, the major works in last 10 years being listed below:

2011	new sixth form study suite;
2012/13	extended sixth form centre;
2013/14	new science department;
2013/14	new Key Stage 3 transition area;
2014/15	new Performing Arts Centre and rejuvenation of part of the Hardy building;
2015/16	new dining hall and additional laboratories;
2017/18	new sixth form centre;
2017/18	extension and improvements to the Arthur Jones pavilion;
2018/19	new school shop and print room facility;
2021/22	new fitness suite and learning support department.

### **Pastoral Support**

The school has a strong pastoral system operating from Year 7 to Year 13. The school is divided into Key Stage units, and each year group has a Head of Year who oversees all aspects of the students' development. The school provides 3 Higher Education Advisers and a specialist Careers Adviser.

### **Extra-Curricular Programme**

The school is exceptionally rich in extra-curricular activities. It offers 16 sports and competes with others in at least eight of them each year. Teams regularly gain county, regional and national success, and many students gain representative honours at one or more of these levels. The school achieves high standards in music, and has an orchestra, wind band, choir, chamber choir and many other ensembles. Drama productions are frequent.

The Performing Arts Faculty benefits from the facilities of the Mick Jagger Performing Arts Centre. There are many other clubs and societies, with debating always a popular activity. The school's impressive programme of community service is regarded as a particular strength. The school benefits from many close links with Europe, China and Japan. There are regular overseas cultural and sports trips, and other international visits.

The Duke of Edinburgh's Award is a notable strength: nearly all students in Year 10 complete the Bronze Award, with a majority going on to Silver. Gold Award expeditions take place in both the UK and overseas, while the school has also offered international trips via Operation Wallacea.

### **External Links**

The school has a very active Parents' Association, which provides valuable assistance and support. The school has strong links with local industry and with Higher Education. It has extensive links with many other institutions, and is also part of the world-wide International Baccalaureate Organisation network.

### **Becket Sports Centre and The Mick Jagger Centre for the Performing Arts**

Out of school hours the facilities of both centres are shared with the local community. They are managed by school staff, reporting through independent management structures.

The Becket Sports Centre comprises a sports hall and a recently refurbished, fully equipped fitness studio, with a separate aerobics/training room, which has a sprung floor, allowing dance sessions to be held. The Mick Jagger Centre includes two auditoria (seating 200 and 350 respectively, both with retractable seating), 8 music practice rooms, dance studio, exhibition space, two music rooms and a Drama Studio. It is a base for 20 community organisations and runs a small commercial programme attracting a range of talents and performers.



## Website

Further details of the school, including breakdown of performance figures, can be accessed through:  
[www.dartfordgrammarschool.org.uk](http://www.dartfordgrammarschool.org.uk)

Applicants are warmly invited to visit the school before applying.



# STAFF REWARDS AND BENEFITS

Here at Dartford Grammar School, we want to share with you a snapshot of the generous benefits package offered to all staff, from their very first day of employment. We are always looking at new ways and fresh ideas that can best support our body of staff to reach their full potential, both professionally and personally.

What we offer:

- A commitment to invest in staff development via training, CPD, mentoring, and in-house support groups
- Free car parking on site
- Cycle to Work and Discount scheme
- Health Assured
- On-site dining with superb food
- Free annual flu vaccination
- 24/7 free access to our Employee Assistance Programme for confidential advice and guidance
- Free gym access to onsite facilities
- Vehicle charging points at discounted rate
- State of the art school facilities with on-site Performing Arts centre
- Regular staff wellbeing events
- Highly attractive pension schemes for both Teaching and Support staff
- Social events

## JOB DESCRIPTION

**POST:** Reprographics Officer  
**GRADE:** DGS 5 £19,022 - £19,947 pro rata (£22,595 - £23,693 fte)  
**HOURS:** 35 hours per week – 8am to 4pm  
**START DATE:** July 2024  
**RESPONSIBLE TO:** School Business Lead

---

## ROLE PROFILE

<b>Reprographics Officer</b>
<b>Part time:</b> Term time + 5 additional days, plus Inset days, Monday to Friday, 8.00 – 4.00pm <b>Line Manager:</b> School Business Lead
<b>Outline of Role</b> To manage the Reprographics Office and process copying requests from staff and students.
<b>Key Objectives</b> <ul style="list-style-type: none"><li>• Responsible for the preparation of copying work, using photocopiers, printers and scanners as appropriate, for entire school</li><li>• Ability to deal with teachers and students in a busy environment</li><li>• A knowledge of Microsoft Word, Excel, Powerpoint and Publisher and other software as appropriate</li><li>• Formatting and collation of work sent in</li><li>• Ability to deal with practical matters concerning all copiers in school, and liaising with engineers to rectify faults</li><li>• Responsible for stock control and ordering stock, and contacting suppliers to obtain best value for school stationery shop and print room</li><li>• Create and design staff ID cards and other designs/logos as requested</li><li>• Replenish toners/staples etc in all school copiers</li><li>• Any other matters connected with the above</li></ul> <p>These duties may be varied to meet the changing demands of the students and the school at the reasonable direction of the Officer Manager/Business Lead/Head and following consultation with the post holder</p>
<b>Key Role Behaviours</b> <ul style="list-style-type: none"><li>• Organisational</li><li>• Can follow procedures and protocols thoroughly and methodically</li><li>• Is flexible with regard to changing work requirements</li><li>• Self motivation - ability to work without supervision</li><li>• Effective written and verbal communications</li><li>• Team working</li><li>• Influencing/advising</li><li>• Requirement to be fit for the role as there is lifting and carrying of boxes of paper.</li></ul>
<b>Knowledge, Skills, Experience</b> <ul style="list-style-type: none"><li>• Good organisational and administrative skills - need to meet key targets/dates</li><li>• Excellent inter-personnel skills - need to be able to adapt to target audience i.e. student, parent, teacher or outside business personnel</li><li>• Being able to work as part of the Associate staff team</li><li>• Competent IT skills including all Microsoft packages</li><li>• Display attributes of self-confidence, reliability and integrity</li><li>• Be able to anticipate and solve problems</li><li>• Ability to prioritise workload</li></ul>

# APPLICATION PROCESS

Applications will only be accepted from candidates completing the school's application form. All sections of the application form must be completed as accurately and as full as possible.

Please note that CV's will not be considered and must be attached to an application form as a supplementary form.

All completed application forms must be submitted to Mrs Michelle Bexley, HR Manager, electronically to [mbexley@dartfordgrammarschool.org.uk](mailto:mbexley@dartfordgrammarschool.org.uk) or by post to the following address:

HR Manager  
Dartford Grammar School  
West Hill  
Dartford  
Kent  
DA1 2HW

Closing date for applications: 15 April 2024, at 9am

Interview date: TBC

*The school may interview early in the case of an exceptional candidate.*

## SHORTLISTING AND INTERVIEW PROCESS

Only after the closing date will candidates be shortlisted. This will be based solely on the information provided within the application form, so ensuring your application form is accurate and fully completed is imperative.

After the shortlisting process has taken place, candidates will then be invited to interview and references then contacted.

All candidates who have been invited for interview will be required to bring the following documentation:

- Right to Work in the UK evidence (typically a passport or driving license)
- Criminal Record Self Declaration (will be sent ahead of the interview)

Dartford Grammar School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. An enhanced criminal record check via the Disclosure and Barring Service (DBS) will be undertaken for the successful candidate, including a check of the DBS Children's Barred List. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with the DBS and at least two satisfactory references.

It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.