



Simon Langton Girls' Grammar School

**Administration & Reprographics  
Assistant (part-time)**

March 2026



Candidate Information Pack



Thank you for your interest in applying for a position at our school.

We were founded in 1881, with a history that can be traced back as far as 1248, and the provision Simon Langton left for the 'perfection' of support for poor priests. Jump forwards nearly 800 years to a school that is striving to create the perfect environment for students and staff to work and learn together.

Today we are an exciting, vibrant, home to over 1300 students and staff. Set on a 14-acre site on the edge of Canterbury, and having completed a major rebuilding programme in 2021, we boast a modern campus to match our expectation and aspirations. From Years 7-11 we welcome girls, with external students competing to join our thriving mixed-sex sixth form. Together we strive for academic and pastoral excellence, supporting all students and staff to be:

- *ambitious in their dreams and thinking: driven to achieve their very best; focused on academic and personal self-improvement; achieving outstanding outcomes in any field*
- *confident in themselves and their abilities: stepping outside of their 'comfort zone'; demonstrating a willingness to show their capabilities to others; approaching difficult situations with careful planning and positivity*
- *independent in their mind and actions: original thinking; giving a voice and action to personal beliefs; making a positive difference to the lives of others*
- *creative in their problem-solving and imagination: producing work that demonstrates strong artistic accomplishment; navigating difficult problems or situations through preparation and planning; inventive and/or original in achieving outcomes*

If your drive and ambition matches ours, and you aspire to be a part of something very special, I would welcome you to apply to join the Langton Family.

Paul Pollard  
Headteacher





# Safeguarding

Simon Langton Girls' Grammar School recognises our statutory responsibility to safeguard and promote the welfare of all children. Safeguarding is everybody's responsibility and all those directly connected (staff, volunteers, governors, leaders, parents, families, and learners) are an important part of the wider safeguarding system for children and have an essential role to play in making this community safe and secure.

Simon Langton Girls' Grammar School believe that the best interests of children always come first. All children (defined as those up to the age of 18) have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.

Simon Langton Girls' Grammar School recognises the importance of providing an ethos and environment within school that will help children to be safe and to feel safe. In our school children are respected and are encouraged to talk openly. We will ensure children's wishes and feelings are taken into account when determining what safeguarding action to take and what services to provide.

Please also be aware that all candidates invited for interview will be subject to online recruitment checks, in line with 'Keeping Children Safe in Education' recommendations.

We are delighted to invite applications for a friendly, proactive and well-organised administration and reprographics assistant to join our support staff team on a part-time basis. Following an internal promotion, this role has become available and offers an excellent opportunity for someone with a positive, "can-do" attitude, who enjoys working in a busy, varied environment and takes pride in supporting both colleagues and young people.

At Simon Langton Girls' Grammar School, we are incredibly proud of our warm, inclusive and forward-thinking community. Our staff are dedicated, supportive and committed to providing the very best environment in which our students can thrive. If you share these values, enjoy being part of a collaborative team and are keen to make a meaningful contribution, we would love to hear from you.

As a valued member of our support staff team, you will play a role in day-to-day school operations. We are looking for someone who is calm, highly organised and confident in prioritising tasks, with the ability to work both independently and alongside colleagues.

Your main responsibilities will include:

- Supporting the finance team with general administrative and finance-related tasks
- Providing an efficient and accurate reprographics service for staff
- Assisting with reception duties as part of a rota

Excellent communication skills and a genuine enjoyment of teamwork are essential.

Hours & Salary:

- 27.5 hours per week, worked over 5 days (working times to be agreed at interview)
- 39 weeks per year (term time plus 27.5 hours during the summer holidays)
- Salary: Kent Scheme B, starting at £16,278 per annum (pro rata to FTE £25,126)
- Salary will increase from 1<sup>st</sup> April 2026 in line with the 2026 pay award

This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff, peripatetic teachers and volunteers to share this commitment.





# Job Specification

**Job Title:** Administration & Reprographics Assistant (part-time)

**Job Purpose:** To provide administrative support in the finance department, school reception and reprographics.

**Responsible to:** Finance Manager

**Salary:** KSB (Kent Scheme B)

**Hours of Work:** 27.5 hours per week, 39 weeks per year

**Reprographics specific accountabilities:**

- Provide general reprographics service (printing, photocopying, binding, laminating etc)
- Keep the printers and photocopiers filled with paper and in good working order, including replacing toners and requesting maintenance and repairs
- Manage the stock levels of school stationery and paper and reorder as required
- Keep the reprographics room tidy and accessible at all times

**Finance specific accountabilities:**

- Day-to-day management of ParentPay (including payments for clubs, trips, and any other items) and dealing with parent communications
- Maintain records for free school meal students, including communicating with parents where required
- Maintain records for 16-19 student bursaries and respond to queries from parents and students
- Monitor dinner money records for students and deal with any issues and queries
- When required, assist the finance team with inputting and maintaining accurate financial information in the school finance system, including supplier details, purchase orders, invoices and other items as required, in accordance with school financial policy and other financial controls
- Receive and process purchase order requests from staff, following school procedures, including placing orders with suppliers and dealing with queries regarding orders
- Photocopying, filing, printing, general office administration and other finance tasks as may be required from time to time

### **Reception specific accountabilities**

- Deal with incoming telephone calls, meeting and greeting visitors, arranging hospitality and respond to queries from students, parents, staff and visitors
- Maintain signing-in system for staff, visitors and contractors, ensuring that all school safeguarding procedures are adhered to
- Distribute incoming post and manage school emails
- Undertake broadly similar duties commensurate with the level of the post, as required by the Headteacher, to manage the provision of an efficient, effective and friendly reception facility.

### **General accountabilities for all support staff:**

- To undertake other support duties such as may be agreed from time to time
- Evaluate and improve own practice and take responsibility for personal professional development, maintain and update personal IT expertise to exploit the capabilities of the administration IT network
- Be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy
- To undertake first aid and administering medicines training, if required
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and vision statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher





# Person Specification

## Person Specification

- English and Maths, GCSE grade C/4 or above
- Positive, friendly and upbeat personality
- Good inter-personal skills; appropriate style with the public
- Well organised and practical
- Prompt and reliable
- Flexible and calm under pressure
- Able to deal with sensitive information in a confidential manner
- Sensitive to matters of confidentiality
- IT and keyboard skills
- Able to learn new administrative systems
- Able to deal sympathetically but firmly with students
- Able to work as part of a team

The purpose of this job and person specification is to indicate the general level of responsibility of the post. It is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or designated deputy.

- Applications for this post must be made via Kent-Teach
- Applications must be made by **midday on Tuesday 24th March 2026**
- Interview date: Week beginning 30<sup>th</sup> March 2026
- Start date : to be agreed on appointment

For further details please visit the school website or e-mail Mrs Elaine Wall (H.R. Manager) [ewall@langton.kent.sch.uk](mailto:ewall@langton.kent.sch.uk)





# Working at our school

## Working at our school

Simon Langton Girls' Grammar School holds a deep-seated belief in education and lifelong learning. Effective collaboration, mutual support and professional challenge will underpin our ethos, to ensure that all children and adults are given every opportunity to fulfil their potential and succeed in life.

At Simon Langton Girls' Grammar School we have pledged our commitment to the DfE Wellbeing Charter, declaring our support for and to a set of commitments, to protect, promote and enhance the wellbeing and mental health of everyone.

## We can offer you:

- Local Government Pension Scheme for support staff – with a generous employer contribution
- Teachers Pension Scheme for teaching staff – with a generous employer contribution
- Commitment to the School Teachers Pay terms and conditions for teaching staff (STPCD) and the KCC Blue Book terms and conditions for support staff
- Access to the Educational Support Line – offering practical and emotional support
- Access to a Cycle to Work Scheme
- Kent Rewards Scheme – local and national retailer discounts
- Additional holiday entitlement for 5 years + service (for support staff)
- Annual Staff Wellbeing Day
- Access to annual flu vaccination programme
- Ample onsite parking
- Friendly, supportive colleagues
- A supportive induction programme
- Continuous professional development and training to support the development of your skills
- To be part of a team that is passionate about delivering expertise and best practice to empower all our students

## **Equal Opportunities:**

We are committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work part-time positions.

## **Our recruitment process:**

Applications will only be accepted from candidates completing the appropriate application form via Kent-Teach.com., or where used, other platforms. Please ensure you complete all sections of the form which are applicable to you as clearly and fully as possible.

Once the post has closed an interview panel will conduct the shortlisting process. Candidates are selected for interview based entirely on the contents of their application form; it is therefore important that you read all documentation provided alongside the advert prior to completing the form.

Once the shorting process has been completed, candidates who have been selected for interview will be informed. Once they have accepted the invitation to interview, they will be provided with full details of the interview programme. Candidates not selected for interview will be informed via email.

All candidates invited to interview will be required to complete a self-disclosure form and will be subject to an online search check. Please note the online search check will not form part of the shortlisting process and all candidates will be provided the opportunity to address any issues of concern that are identified when at interview.

All candidates who are invited to interview must bring the following original documents on the day of interview:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or photo driving licence
- Documentary proof of current name and address





- Where appropriate, documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Offer of post will be made to the successful candidate as soon as possible, all unsuccessful candidate will be informed by email as soon as possible. All offers of employment will be conditional upon a number of formalities, including, but not restricted to:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks
- Verification of qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment