

Morecambe Bay Academy
Job Application
Reprographics



Morecambe Bay Academy

Welcome from the Headteacher



Dear Applicant,

I am writing to you on behalf of Morecambe Bay Academy, where I serve as Headteacher. I am thrilled to inform you that we are seeking to appoint an exceptional individual to the position of Reprographics

As an Ofsted-rated "Good" school, we are on a continuous journey of school improvement, and we believe that the successful applicant for this role will play a crucial part in supporting our efforts. We are seeking a passionate and dedicated individual who shares our vision and values, and who is committed to helping our students reach their full potential.

We look forward to welcoming a candidate who is firmly committed to our ethos of creating a sense of belonging, an optimistic outlook that encourages and enables students to believe in their potential and a firm commitment to securing the very highest levels of achievement.

We believe that every student belongs, believes, and achieves, and we are committed to creating an inclusive and supportive environment where all can thrive.



Belong | Believe | Achieve

The Bay Learning Trust

Our Trust



If you share our passion for education and are ready to join our dedicated team, I encourage you to apply for this exciting opportunity. I look forward to receiving your application and the chance to discuss how you can contribute to the continued success of Morecambe Bay Academy.

Visits to the school are welcomed and encouraged. Please email Mrs Georgina Milce gmilce@morecambebayacademy.co.uk to arrange to visit and tour the school.

Sincerely

A handwritten signature in black ink that reads "JK Pardoe".

Jen Pardoe
Headteacher

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Our Trust



The Trust was set up by Ripley St Thomas Church of England Academy in 2017. Ripley is a large Academy with over 1700 students, 400 of whom are in the Sixth Form. The Academy has been graded "Outstanding" in its last two Ofsted inspections. Ripley is a Teaching School and has its own SCITT (School Centred Initial Teaching Training), which was also graded "Outstanding" in 2017. It is also a National Support School.

In 2018 Carnforth High School joined the Trust family, who were then subsequently joined by Morecambe Bay Academy and Lancaster High School in 2019.

It has been very exciting to see the development of the Trust over the last eighteen months; we are now able to make a significant contribution to the education of young people in our local area. Our priority is to improve the quality of education in all our schools and so enhance the life chances of our young people. Equally importantly, we want to develop well-rounded and considerate students who will contribute to their local communities and make a positive difference wherever they are. An excellent education is about more than examination results!

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Our Vision and Values



Vision and values

Morecambe Bay Academy is where every student belongs, believes, and achieves. We are a thriving community school with a rich history of excellence and big heart. We are dedicated to inspiring and transforming the lives of our students.

Through relentlessly high expectations, excellent teaching, unwavering support, and a culture of hard work and independence, we empower our students to dream big, pursue academic and personal excellence, and make a lasting positive impact on the world around them. At Morecambe Bay, our students find joy in their regular accomplishments, build lasting friendships, and develop into kind, resilient, and compassionate individuals who are proud to call this school their own.

Belong

We are kind and compassionate

We are respectful

We are honest and trustworthy

Believe

We seek out new challenges

We are resilient and determined

We have high aspirations

Achieve

We work hard

We pursue excellence

We persevere

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Morecambe Bay Academy



JOB DESCRIPTION:	Reprographics
RESPONSIBLE TO:	School Business Manager
GRADE:	Grade 4 NPS 4-6
ANNUAL SALARY:	£25,185 -£25,898 (Actual Salary £12,950—£13,364)
	This post is 22.5 hours per week , term time only.
	Monday to Friday
	12 month fixed term contract
Closing Date:	9am Wednesday 8 July 2026
Interview:	W/C 13 July 2026

Job purpose:

To provide an efficient, high-quality reprographics and print service for staff, supporting teaching and learning across the school. The post holder will manage the production of printed and digital materials, ensuring deadlines are met and resources are presented to a professional standard.

Key Accountabilities

Operate and maintain photocopiers, printers, binding machines, laminators, and finishing equipment

Produce high-quality printed materials including worksheets, booklets, exam papers, revision packs, and display materials

Manage and prioritise print requests to meet deadlines

Ensure confidentiality of sensitive materials, particularly exam papers

Format and prepare documents for printing (e.g. resizing, layout adjustments, booklet creation)

Support staff with basic document formatting and print queries

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Job Description



Assist with preparation of classroom and display materials

Monitor and maintain stock levels of paper, toner, and reprographics supplies

Order materials in line with school procedures

Keep accurate records of usage and costs where required

Carry out basic maintenance and troubleshooting of reprographics equipment

Liaise with external contractors for servicing and repairs

Ensure all reprographics activities comply with health and safety regulations

Maintain a clean, safe, and organised work environment

Provide administrative support as required during busy periods

Support whole-school events (e.g. open evenings, exams) with materials preparation

Uphold school policies, including safeguarding and confidentiality

The post holder may be required to carry out a variety of tasks in addition to the responsibilities listed above.

The successful applicant will be expected to demonstrate a high level of professionalism and confidentiality at all times, be able to work under pressure and meet tight deadlines. They will be proficient at problem-solving and ideally have experience of developing their skills in a working environment

It is the Trust's intention that this job description is seen as a guide to the major areas and duties for which the HR & Finance Administrator is accountable. However, this may change and the post holder's obligations will vary and develop. The post holder is required to perform other reasonable duties which are assigned from time to time. The job description should be seen as a guide and not as a permanent, definitive and exhaustive statement

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Person Specification



Key Criteria	Essential	Desirable
Qualifications	GCSE Grade A-C (Maths and English)	Experience of school systems
Experience	Experience using photocopying and printing equipment Experience working in an administrative or office-based role Experience handling confidential information	Evidence of successful team working Administration in an education setting
Knowledge & Skills	Excellent working knowledge including MS Office (Word, Excel, Outlook) Good organisation skills, ability to multi-task, prioritise effectively and work to tight deadlines Excellent interpersonal, oral and written communication skills Ability to work independently and as part of a small office team	Knowledge of education, schools, academies Knowledge of school based software Knowledge of safer recruitment in education and working together to safeguard children Advanced Excel and Word processing skills

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Person Specification



Key Criteria	Essential	Desirable
Personal Qualities	<p>Able to work on own initiative and take responsibility for individual pieces of work</p> <p>Able to work effectively and sensitively with a wide range of people</p> <p>Keen attention to detail and accuracy</p> <p>Highly confidential</p> <p>Committed & hard working</p> <p>Flexible and responsive to change</p> <p>Commitment to Equality & Diversity</p> <p>Highly self-motivated and proactive</p> <p>Ability to work well within a team and follow instructions</p> <p>Highly organized with an energy, drive and flexibility to ensure a job is done well</p>	

Safeguarding:

The Bay Learning Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check.

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