



**DULWICH PREP LONDON**

Values & Academic Excellence since 1885



**REPROGRAHPICS & RESOURCES TECHNICIAN**

**CANDIDATE INFORMATION**



# HEAD MASTER'S WELCOME

Dear Candidate

I am honoured to be Head Master of Dulwich Prep London and introduce you to this incredible school. For more than 135 years, the school has inspired generations of boys aged 3 to 13 (and Nursery aged girls) to fulfil their dreams and aspirations.



We are privileged to have developed a specific pedagogy that enables critical thinking, encourages exploration, and facilitates engaging communication skills while recognising that each child is on their journey of discovery.

We passionately believe in the whole child. Therefore, the broad and enriched education that we provide will enable our pupils to go beyond the expected and toward the exceptional.

We seek to work in partnership with parents and carers to embed the Dulwich Prep London Values, first and foremost, as this underpins the character skills required in our fast-paced modern world.

This expectation enables each child to put empathy and compassion at the forefront of their decision making. It is the catalyst for each child to be successful and resilient in whatever they turn their hand to while on their educational journey and beyond.

We look forward to receiving your application.

A handwritten signature in black ink that reads 'Louise Davidson'.

Louise Davidson  
Head Master



## OUR ETHOS AND AIMS

Our school's priority is the wellbeing and happiness of our pupils. Each child's sense of belonging is paramount to their success and the school's continuing success.

Our pupils are challenged in their pursuit of excellence, and we support each child to find what they are good at. Each child's sense of belonging is integral to their continued success in our school and future success in life.

We want our pupils to leave us having experienced the very best in pastoral care, teaching and learning, having enjoyed the most dynamic and demanding academic and co-curricular programmes, and having made friends for life.

In preparing our pupils for today and the future, we want to instil a sense of environmental awareness and empower each child to become a responsible world citizen.

These are the key building blocks for the school, but our Values act as the cement that bonds everyone and everything together.

Our Values create Dulwich Prep London's special atmosphere.



LOVE



COURAGE



GRATITUDE



HUMILITY

## OUR VALUES

Dulwich Prep London inspires excellence, and our pupils' character measures our greatest success.

Our Values sow the seeds of possibility in each child's mind, heart, and spirit and create the right culture and conditions to allow these possibilities to flourish and become real.

Everything we do sits upon our Values system. The eight recognised and explicitly taught Values weave across every year and deliver a deepened sense of empathy and the drive to be change-makers.

These values teach our pupils how to be kind and offer help where it is needed; to play fair and tell the truth no matter who is listening; to join in and play their part whilst letting others be heard; to appreciate the world around them and how valuable their contribution is and to always have a go.

Our expectations are high: those attending Dulwich Prep London go on to be citizens of the world, have a strong moral compass, and adapt to the rapidly changing environment of modern society.

Our children thrive, and we ensure that every opportunity is created for them to do so. Yet, no day is taken for granted.



JUSTICE



SERVICE



SELF-DISCIPLINE



HONESTY

# ABOUT US

Since 1885 Dulwich Prep London has been at the forefront of preparatory schooling in England. Generations of boys and Nursery-aged girls have benefited from a school with a rich history, is forward-thinking, has embraced change, kept pace with pedagogy and technology, and is, above all, passionate about the individual learning journey of every one of our pupils and staff members.

We are the largest boys' independent preparatory school in the UK with an enrolment of 840 pupils between the ages of 3 and 13. We are a selective school in two important ways. Firstly, our pupils generally sit in the top 10% nationally based on their scores on standardised tests. Secondly, and arguably, more importantly, we look for children who will thrive at the Prep and make the best of everything we offer.



50+  
Senior School  
Destinations



200+  
Scholarships  
Awarded  
2020-2022

150+  
Co-curricular  
Clubs, Activities  
and Trips



20+  
Musical Ensembles  
15+  
Stage Productions



25+  
Acres of Open  
Space and a  
Swimming Pool



10+  
Sports  
Played at Every  
Level

7.00am - 7.30pm  
Wrap Around  
Care



12+  
School  
Community  
Events





We are situated in Dulwich, a leafy village and area known for its exceptional schools, a plethora of open spaces and thriving, diverse local culture. It is within easy striking distance of the bright lights of one of the most cosmopolitan cities in the world. Everyone at Dulwich Prep London takes pride in inspiring excellence. Our school Values underpin the rich diversity of curricular and co-curricular opportunities available to our pupils.

Our Governors strive to maintain Dulwich Prep London's position in a competitive market by sharing their broad range of expertise to provide the highest quality education for our pupils. Through this investment, we can attract excellent staff, provide up-to-date technology, and continue to create modern facilities within our stunning South London home.

At Dulwich Prep London, we aim to cultivate a sense of social and moral responsibility within each child. We want each child to leave our school with maturity, the strength of character and empathy fostered within them throughout their Dulwich Prep Journey. We have strong links to our community, alumni and local schools, modelling our values in everything we do. We nurture independent thinkers with a sense of justice who go on to be thoughtful citizens of the world, equipped with a strong moral compass and the ability to adapt to our rapidly changing environment.

# JOB DESCRIPTION

The Reprographics & Resources Technician provides a design and reprographics service to all school departments and manages the ordering and distribution of stationery and supplies across the school. This role reports to the Head of Communications & Marketing.

## DUTIES AND RESPONSIBILITIES

### Reprographics

- Take ownership of all design and reprographics requests from draft design, proofreading and approval to production and finish.
  - Ensure all product design adheres to the school's brand guidelines, liaising with the Head of Communications & Marketing as required.
  - Create, manage, and maintain graphic files, developing templates for various publications, enabling the majority of items to be produced in-house.
  - Advise staff on design, layout, and the most cost-effective way to prepare material; this includes identifying ways to reduce the use of paper to support the school's sustainability goals.
  - Arrange external printing of products that cannot be produced in-house, securing the best value for money.
  - Regularly update the photo frames around the school with images and material, liaising with stakeholders as required.
- Provide each department with an account of expenses incurred through the Reprographics Office at the end of each term.
  - Provide the Bursary with a half-termly record of usage per department for cross-charging.
  - Research and keep abreast of best practice and technological advancements within the reprographics field to ensure the school improves the reprographics function in line with the latest industry developments.

### Resources

- Liaise with Heads of Department and Section teams to determine the required printing and organising the distribution of pupil learning supplies.
- Provide classroom, academic and office supplies cost-effectively and maintain suitable stock levels.
- Maintain stationery and photocopier paper supplies, manage stock cupboard, and distribute as required.

- Obtain the most cost-effective answers to school resource requirements while maintaining quality and standards.
- Place orders with suppliers, oversee timely deliveries and ensure correct items are received.
- Create appropriate spreadsheets and databases to facilitate accounting procedures and to keep track of orders.
- Authorise payment of invoices for the Bursary and keep relevant records of transactions.
- Liaise with relevant suppliers of stationery / machines and resolve routine queries that may arise.
- Manages the production of staff ID cards, pigeonhole labels and other administrative activities or duties as agreed with the Head of Communications & Marketing.
- Maintain high professional standards of attendance, punctuality, appearance, and conduct.
- Maintain positive, courteous relations with pupils, parents, and colleagues.
- Promote the good name and reputation of the school.
- Adhere to all school policies and procedures.

## Training & Development

- Regularly review your own practice and, in collaboration with your Line Manager, set personal targets and take responsibility for your own continuous professional development, fully participating in the annual performance review process.

## Education & Qualifications

- Educated to A Level or equivalent with a minimum of Level 4 or above in English and Maths at GCSE.
- Degree or relevant design / professional print qualification(s) would be advantageous.

## Risk Management

- Ensure that the reprographics room is kept clean and tidy, ensuring all health and safety regulations are adhered to.

## General Requirements

- Promoting and safeguarding the welfare of pupils for whom you are responsible and with whom you come into contact.



## Key Skills & Knowledge

### Essential

- Excellent computer literacy, with a good understanding of Microsoft 365 and Google Workspace.
- Passion and enthusiasm for design with significant experience using creative design platforms such as Adobe Creative Cloud, Canva and Microsoft Publisher.
- Experience operating relevant reprographics equipment, including printers, copiers, guillotines, laminators, binding machines, etc.
- Ability to prioritise a demanding workload, work flexibly and collaboratively, and at times under pressure, to meet deadlines.
- Creative flair, ability to work accurately, and excellent attention to detail.
- Ability to communicate succinctly, effectively, and attractively verbally and in writing.

### Desirable

- Professional graphic design and printing experience.
- An artistic flair for the layout and production of documents.
- Experience of working in a Reprographics department in a school.

## Personal Competencies & Qualities

- Enthusiastic individual possessing drive, energy, and commitment, with a presence which engenders confidence and respect from all stakeholders.
- Ability to understand and deliver an excellent customer service experience, prioritising and planning a demanding and varied workload.
- Creative flair, willingness to contribute ideas with a high degree of personal motivation and ability to use initiative.
- Friendly and approachable with a can-do mindset and strong interpersonal skills.
- Team-focused: shares knowledge and information with other staff members to promote good practice.
- Comfortable working autonomously, shows a flexible approach and is willing to adapt and respond to priorities.
- Tact, sensitivity, and the ability to handle confidential material with discretion.
- Consistently strives to maintain a high standard of work and is able to take ownership of a task and see it through to completion.
- Resilience, optimism, and a sense of humour.



# WORKING WITH US

Dulwich Prep London is an inspiring and vibrant place to work. We have a large yet incredibly warm community of passionate teachers, inquisitive pupils, a hard-working and friendly support team and ambitious parents. Together we create a supportive environment that is committed to achieving excellence.

Working at Dulwich Prep means being part of a team that cares about your continued professional development and journey as a teacher. Whether you join us at the beginning, middle or end of your career, you will be guided, supported and encouraged every step of the way to achieving your goals. For example, our CPD might involve training for whole school initiatives, going on 'Learning Walks' around the school, taking part in a Lesson Study, or seeking further formal academic qualifications.

We are proud to be members of the Teacher Development Trust, which supports schools focused on innovation and evidence-based learning. In addition, we work with initial Teacher Training institutions such as St Mary's University, Twickenham and The Cambridge Partnership to develop new teachers and keep up to date with the latest research and pedagogy.

Staff are encouraged to participate in as many of the vast array of sporting and drama activities as possible at the Prep. From all-nighter charity swims to Saturday park runs to our fabulous drama productions, there's always something going on at the Prep where hidden talents are celebrated.

## REMUNERATION

- Competitive salary £30,385 to £34,575.
- Generous defined contribution pension scheme.
- Life assurance.
- Free school lunches.
- Enhanced sickness, maternity, paternity and adoption pay entitlements.
- Free access to our School Counsellor.
- Cycle to work scheme.
- Wide range of professional development opportunities.
- School fee remission.
- Easter and Summer holiday camp discounts.
- Healthcare Cash Plan scheme.
- Employee assistance programme.

## Terms & Conditions

- Working Hours: 8.00am to 4.30pm Monday to Friday all year round, with an hour's unpaid break to be taken between 12.00 and 2.00pm.
- Holiday allowance of 25 days, in addition to bank holidays.
- All INSET days and relevant school events as agreed with the Head of Communications & Marketing. This may occasionally involve some evening and weekend events and time off in lieu will be agreed upon with the line manager.
- Depending on the school's requirements at any time, these hours are subject to the terms and conditions of a Contract of Employment and to amendment by the Head Master from time to time.
- Staff may be called to perform other duties that the Head Master considers reasonable and commensurate with the post's grading and designation.

## Application and Interview Process

A completed Application Form and a cover letter explaining your suitability for this role should be emailed to [Tamsin Hutson, HR Manager](#). Please also read the accompanying Application & Recruitment Process Explanatory Note. We reserve the right to appoint at any time during the recruitment process.

- Closing Date: Thursday 7 December 2023, 5.00pm
- Interview Date: Tuesday 12 / Wednesday 13 December 2023
- Start Date: ASAP

## Appointment

Any offer to a successful candidate will be conditional upon the following:

- Receipt of at least two references that are satisfactory to the School.
- Verification of identity and qualifications, including evidence of the right to work in the UK.
- A satisfactory enhanced criminal records check through the Disclosure and Barring Service (DBS), clearance of the Children's Barred List, and confirmation that you are not disqualified from providing childcare.
- A check which confirms that you are not the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency which renders you unable or unsuitable to work at the School.
- Verification of your medical fitness for the role.
- Satisfactory completion of the probationary period.
- Any further checks that the School deems necessary if you have lived or worked outside of the UK, which will include an overseas criminal records check or certificate of good conduct and may include professional references.

## EQUAL OPPORTUNITIES

Dulwich Prep London is committed to the equal treatment of all current and prospective employees and does not condone discrimination based on age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. In accordance with the Disability Discrimination Act, Dulwich Prep London seeks to treat those with disabilities as favourably as those without disabilities. Accordingly, we will make reasonable arrangements, wherever practicable, to avoid putting those with disabilities at a disadvantage.

## SAFEGUARDING

Dulwich Prep London is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



**Schools'  
Inclusion  
Alliance**



We aspire to have a diverse and inclusive workplace.

We strongly encourage all suitably qualified applicants regardless of background to apply and join us at Dulwich Prep London.

We are proud members of the Schools Inclusion Alliance and the Government's Disability Confident Scheme.

