


PADGATE ACADEMY

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Principal: Mr A McMillan Bsc (Hons)

Vacancy

Reprographics and Social Media Co-ordinator



PRIDE values
(positivity, resilience, integrity,
determination and endeavour)



Advertisement

Start Date:	September 2025
Contract:	Permanent
Hours:	20 hours per week, Term Time Only Monday to Friday 8:00am – 12noon plus two INSET Days (total of 38.4 weeks per annum)
Pay Range:	Grade 4 SCP 06 to 07 – Full year salary range £25,183 to £25,584 Actual salary for term time only: £11,528 – £11,711 per annum

Padgate Academy, a distinguished member of the Warrington-based multi-academy trust "The Challenge Academy Trust," is committed to achieving excellence as a cornerstone of its community-focused mission. We are now seeking a Reprographics and Social Media Co-Ordinator to join our team.

You will be responsible for overseeing the co-ordination of all reprographic requirements, ensuring the needs of teaching and learning are met. The postholder will also manage the control of stock levels and monthly preparation of basic costing data will also be required.

The post holder will be required to plan and organise all social media activities for the school on a daily basis following a plan based on academic events across the school year.

In May 2023 Padgate Academy was judged to be 'good' in all categories by Ofsted. We are determined to progress the school further but need the very best teachers to do so. We look towards our **PRIDE** values (positivity, resilience, integrity, determination and endeavour), which we aspire to demonstrate on a daily basis.

The successful candidate must possess clear communication skills, maintain a calm and respectful demeanour with students and staff, uphold reliability, trustworthiness, and adhere to Academy policies and procedures.

Join us at Padgate Academy as we embark on an exciting journey towards educational excellence. Apply now to make a lasting impact in our vibrant school community. Applications for job sharing arrangements will be considered. The Challenge Academy Trust (TCAT) and Padgate Academy are committed to safeguarding and promoting the welfare of children and young people, requiring all staff and volunteers to share this commitment. Enhanced Disclosure from the Disclosure and Barring Service (DBS) is mandatory.

Applications must be submitted using the Padgate Academy non-teaching post application form available on our website at <https://padgateacademy.co.uk/vacancies>.

Closing Date: Monday 11th August 2025 (mid-day)

Interviews: Wednesday 20th August 2025



Post Details

Location:	Padgate Academy, Warrington
Job title:	Reprographics and Social Media Co-Ordinator
Grade/Salary:	NJC Grade 4 – pay range spine point 6 to 7
Hours of Work:	20 hours per week 8.00am to 12.00noon Monday to Friday Term time only plus 2 Inset days (38.4 weeks per annum)
Required from:	September 2025
Reporting to:	I.T. and Facilities Manager

Aim and main purpose of Role:

The post holder will be required to co-ordinate all reprographics requirements ensuring the needs of teaching and learning are met. They will manage the control of stock levels and monthly preparation of basic costing data will also be required.

The post holder will be required to plan and organise all social media activities for the school on a daily basis following a plan based on academic events across the school year.

The post holder will be required to perform the role of admin/clerical assistant as and when required.

The post holder will fully subscribe to the vision and values of the school.

Main Responsibilities:

Reprographics:

This post will require the post holder to provide support to the students and staff at the Academy and to manage the central reprographic facility which will include:

- Providing a quality reprographics service to all staff.
- Monitoring the use of all photocopiers and central printing within the school ensuring all machines are set up, have a constant supply of paper and appropriate materials are used.
- Collating reprographic and printing runs and distributing to appropriate departments/staff members in a timely manner.
- To undertake and support training and development of other staff in areas of expertise, as and when required.
- To control stock levels within the department, ensuring equipment and resources are readily available.
- Ensure all staff reproducing documents do so in line with copyright laws.
- Due to the nature of the school office environment, the role holder will maintain focus on the tasks in hand despite the innumerable interruptions by phone and in person.
- The role holder will be under considerable pressure at key times.
- The role holder must maintain a professional and calm attitude at all times.

Social Media:

The postholder will be required to plan and promote the school's social media presence.

- **Daily Content Scheduling & Posting**
Create, schedule, and publish daily posts across platforms (e.g., Facebook, Instagram, X/Twitter).
Ensure all content aligns with the school's branding, tone, and safeguarding policies.



- **Community Engagement**
Monitor social media channels daily, responding promptly to comments, messages, and inquiries.
- **Event Planning**
Plan and execute social media events for key school events, open days, achievements, and awareness weeks.
- **Trend Awareness**
Stay updated with social media trends relevant to education and youth engagement to keep content fresh and appealing.
- **Collaboration**
Work closely with the IT team, Leadership, and Teaching staff to align social media output with the school's broader communications strategy.

General Duties:

- Carry out duties with due regard to confidentiality and data protection regulations particularly with regard to student data.
- Carry out all duties maintaining the highest levels of customer care and service and adhering to the schools' safeguarding and security policies at all times.
- To support Academy activities, attending appropriate Academy events
- The post holder is responsible for the safeguarding and promotion of the welfare of children.
- To provide First Aid support on a rota basis to students and staff (full training will be provided).
- General housekeeping
- The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
- Any other duties deemed reasonable, as directed by the Principal.

General Responsibilities of all Padgate Academy Staff:

- a) To work consistently to uphold Academy's aims.
- b) To work in a co-operative and polite manner with all stakeholders.
- c) To work with students and parents in a courteous, positive, caring and responsible manner at all times.
- d) To take an active and positive role in the Academy's commitment to developing staff, and the annual review procedures.
- e) To work with visitors to the Academy in such a way that it enhances the reputation of the Academy.
- f) To seek to improve the quality of the Academy's service.
- g) To present oneself in a professional way that is consistent with the values and expectations of the Academy.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed provided that responsibilities remain in line with the grade. Consequently, the Academy will expect to revise this job description from time to time and will consult the post holder at the appropriate time.

The Challenge Academy Trust (TCAT) and Padgate Academy are committed to safeguarding and promoting the welfare of children, young people and expects all staff and volunteers to share this commitment.

All posts are subject to an enhanced DBS check.



Person Specification

Training and Qualifications	Essential/Desirable	Evidence: Application Interview/References
Minimum of 5 GCSE's or equivalent including English and Maths	E	A
To have English and Maths at Grade C or above (4/5)	E	A
Higher level academic qualification	D	A
Expertise		
Good ICT skills and an understanding of their application	E	A/I/R
Ability to influence, persuade and demonstrate a high level of emotional intelligence	E	A/I
A knowledge of Arbor – Management information system	D	A/I
Skills and Knowledge		
Understanding of Microsoft Office, especially Excel	E	A/I
Awareness of inclusive education principles	E	A/I
Understanding of dynamics of a school community	D	A/I
Understanding of the wider context in which the school operates	D	A/I
Ability to work to tight deadlines	E	A/I/R
Ability to present, analyse and interpret data	D	A
Willingness to act as a First Aider (Full training will be provided)	E	A/I
Personal Qualities		
Empathy for and understanding of children	E	A/I
Resilience	E	R/I
Ability to work effectively as part of a team	E	I/R
Good record of attendance	E	R
Good record of punctuality	E	R
Good communication skills	E	R/I/A
Self-management	E	R/I
Interpersonal skills	E	R/I
Adaptability to changing circumstances and new ideas	E	R/I
Creative thinker	E	R/I
Integrity	E	R
Reliability	E	R
Willingness to learn	E	A/I