



Haberdashers'
Crayford Academy

Reprographics and Display Technician Recruitment Pack

July 2025



Together, stronger



Haberdashers'
Academies Trust
South

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Dear Candidate,

Thank you for your interest in the post of Reprographics and Display Technician

We are a Trust of nine schools, all based in South East London. Whilst each of our schools maintains its individuality, we share a common mission: to ensure that every single child and young person in our care is successful at school so that they can flourish and be successful in their lives. We are committed to ensuring this success from 3 to Forever, under our mantra of 'once a Haberdasher, always a Haberdasher'.

Our People Strategy is key to our success and integral to this is our commitment to equity, equality, diversity, and inclusion . Bringing this to life is the responsibility of every member of staff. We take seriously any behaviour which undermines it. Anyone applying to work with us, should share this commitment.

Please take a look on our website for more information. We want the best people to join our Haberdashers' community and are committed to a diverse and inclusive student and staff body.

If you are passionate about making a difference and feel that you have the right experience and expertise, I encourage you to apply to join us on our journey.

For a confidential discussion regarding this post, please contact Trust Recruitment Lead, Yas Affum on y.affum@habstrustsouth.org.uk or HR Advisor for Crayford Academy, Lauren Findlay on l.findlay@habstrustsouth.org.uk

I look forward to hearing from you.

Jan Shadick
Chief Executive Officer
Haberdashers' Academies Trust South



Dear Candidate,

Welcome to Crayford Academy, where education and excellence go hand in hand. Our dedicated team are committed to providing a dynamic and engaging learning environment for our pupils that is safe and supportive too. We strive to create a culture of curiosity, creativity and critical thinking that prepares our students for success in their futures whatever they may be.

We provide targeted support and a broad education to enable each and every one of our students to reach their full potential and to grow into well-rounded members of our community and aim to ensure all the children and young people who come to our schools:

- Are happy and safe at school and are able to learn successfully within a supportive environment
- Are able to achieve their full potential personally, academically and socially.
- Develop and grow as independent, resourceful and resilient individuals.
- Are equipped with the skills, qualifications and love of learning they will need to be successful in the world they will join as adults.

Our state-of-the-art facilities provide endless opportunities for exploration and discovery, while our diverse range of extracurricular activities and clubs allow our pupils to pursue their passions and develop their talents to the fullest.

Our pupils are at the heart of everything we do. Our pastoral team give individualised attention and teaching staff give personalised learning plans, we work closely with each student to help them reach their full potential. We foster a positive and inclusive community where all students feel valued and respected.

Our School was inspected by OFSTED in December 2022 with inspectors stating ***“Pupils are part of a strong and inclusive community. They meet the high expectations placed on them and have positive attitudes to learning”***. OFSTED graded our school “GOOD” in all areas, you can read the full report [here](#)

We are proud of the achievements of our pupils and the impact they make in the world. Our most recent GCSE results place us in the top 20% of schools nationally, we are oversubscribed in year 7 and our 6th form continues to grow. Our pupils leave Crayford Academy with the skills, knowledge and confidence to make a meaningful difference in their communities and beyond.

Here at Crayford Academy, we believe that every student has the potential to achieve great things, we are “shaping futures” daily. Join us on this journey of discovery, and see for yourself the exciting and dynamic learning experience we offer.

We look forward to welcoming you to the Crayford Academy community!

Mr Steve Wheatley
Executive Principal
Haberdashers' Crayford Academy



About Haberdashers' Academies Trust South



We are a multi-academy trust consisting of four secondary schools and five primary schools and have been educating children and young people since 1876.

Our moral imperative at that time was to ensure that every child in our care received the best possible education in order to make the best start in life. That moral imperative remains today, underpinned by ethos of working together and our values of being ambitious, always growing and contributing to the world as global citizens.

In a complex world, we need our children and young people to be as well equipped for their future as possible so that they can flourish. We will support them to become compelling individuals so that by the time they leave us they will have experienced a range of opportunities that not only build their mind but also build their character.

We are proud to be a diverse community and take seriously the need to ensure that every child, young person and adult connected with our schools feels included, welcomed and listened to. This is an important part of who we are and our commitment to equality and fairness. This commitment remains at the forefront of our work.

To find out more about Haberdashers' Academies Trust South, please visit: www.habstrustsouth.org.uk

VISION 2026 Every School an Excellent School

It is the Trust's vision for all of our schools to be excellent schools. Our mission is to ensure that every one of our children and young people flourishes at school so that they can be successful in their lives.

Our three main objectives are:

- Excellent outcomes for all children and young people so that they can be successful in their next steps and future lives;
- To be regarded as a great employer, attracting, retaining and developing the best staff;
- To be the Trust of choice and a welcome presence in our communities.

To find out more about our Vision and Strategy, please visit:
<https://www.habstrustsouth.org.uk/Our-Vision-and-Strategy>

Our Sponsors

Our sponsors are a huge part of the culture within our schools. The links with our sponsors are a unique and special part of what makes our Trust and schools what they are today.



The Worshipful Company of Haberdashers

Our main sponsor is the Worshipful Company of Haberdashers, one of the Great Twelve Livery Companies of the City of London. Education is hugely important to the Haberdashers' Company and today there are more than 12,000 children and young people in its' family of 19 schools. The Haberdashers' network of maintained and independent schools stretch across the country, covering north London, Shropshire and Monmouth and our own Trust, in south London and Kent. We have regular opportunities to collaborate with the wider network of Haberdashers' schools on a number of initiatives and events.

The Haberdashers' Company supports our pupils in many ways. There are a number of educational and careers initiatives that are organised by the Company, such as the Livery Academy Awards, Monmouth - City of London Work Experience, Haberdashers' Musician of the Year, an annual Year 7 visit to the prestigious Haberdashers' Hall, cross school sporting competitions, mentoring, trips and much more. Each year, a number of Year 13 pupils receive scholarships that will support them financially through university and the Company fund a number of projects throughout the school year. The relationship with the Haberdashers Company is central to the success of the Haberdashers' Advantage enrichment programme, and pupils, parents and staff are proud of this relationship.

Being part of the Haberdashers' community is very important to us as a school. The Haberdashers' come and visit us each year to hear from the children, to see what has been happening in our school and to celebrate our achievements. The Haberdashers' Company supports pupils, past and present, as they progress through their educational and professional journey, which offers our pupils something truly unique.

Find out more: www.haberdashers.co.uk



Role Description

Job Title:	Reprographics and Display Officer
Contract Type:	Permanent
Salary:	Band 3, point 9-12 £21,750 - £23,339
School/Service:	Haberdashers' Crayford Academy
Location:	Iron Mill Lane, Crayford, DA1 4RS
Hours Per Week:	Full time, term time only + 5

About the role

The post holder will be responsible for the design, creation, and production of a wide variety of high-quality learning materials, publicity resources, and visual displays that support teaching and promote the school's identity and values. This includes but is not limited to; classroom handouts, booklets, examination papers, newsletters, certificates, signage, and promotional displays for events and open evenings.

A proactive and well-organised approach is essential in ensuring the smooth operation and ongoing maintenance of the school's reprographic, finishing, and display equipment and facilities. The post holder will be expected to keep these resources fully functional, well-stocked, and up-to-date.

In addition to the technical aspects of reprographics, the role requires a creative eye and attention to detail in curating and maintaining engaging, informative and visually appealing displays across the school. The post holder will take a lead in the presentation of public-facing areas—such as reception, corridors and communal spaces—while working closely with teaching staff to support and enhance classroom environments through the production and updating of curriculum-linked display materials. The successful candidate must demonstrate excellent communication skills, particularly strong written English, as they will frequently support the editing and formatting of documents, and may be involved in producing content for internal and external communications. The ability to prioritise tasks, manage multiple deadlines, and respond flexibly to the needs of a busy school environment is essential.

- We expect our staff to uphold the high standards and values of our school and proactively promote them to our students. Our vision is built from our values of **Community, Critical Thinking, Courage and Confidence**. You can find out more about our values and ethos [here](#)
- At Crayford Academy, we can offer you an **enhanced salary package**, which is not only higher than the national average but also exceeds that of other Bexley schools, making us a financially rewarding place to work.

Reporting

This role will report into the Business Manager

Staff Development

Our staff are important to us. We know that without great staff, our children will not be as successful. Therefore, Professional Learning is key to our success. As a new employee within the Trust, you will be supported by the Senior Directors of People and Professional Learning, alongside your line manager to realise your full potential.

We are proud to be a London Living Wage employer.



Key responsibilities of the role

Main responsibilities

- Oversee the production of quality learning and display materials produced in the school and ensure it meets school style and standards
- Provide a professional and efficient reprographics service for staff, including photocopying, printing, binding, laminating, and collating materials.
- Ensure timely production and distribution of teaching resources, examination materials, and communication documents.
- Create and update eye-catching, informative and educational displays around the school.
- Develop excellent working relations with staff, demonstrating strong communication skills and pride and professionalism
- Demonstrate a thorough working knowledge of a range of IT and Reprographic equipment and an ability to manipulate colour work through a variety of software packages
- Order key stationery items for the whole school as directed by the Business Manager and ensure regular orders of such items.
- Ensure all aspects of job requisition/ instructions and other relevant information are checked and correct prior to production.
- Operate all production equipment to the highest standards, in line with job specification, user specification and health & safety
- Detect mistakes during production and quality check all finished work before delivery to the end user, provide proof copies where necessary.
- Take ownership of each job produced and ensure end users are informed about production of their work and deadlines at all times.
- Support colleagues and work as a team in order to achieve the best results for clients.
- Perform first line maintenance on machines, i.e. change toner, clear paper jams, be aware of and comply with all Health and Safety procedures
- Ensure stock cupboards are regularly replenished and kept tidy at all times.
- Ensure periodic checks each term on classroom and corridor displays around the building to repair or replace if required.
- Comply with the SLA's, and copyright regulations
- Implement all action points arising from team meetings ensuring continuous improvement to customer standards.
- Maintain a tidy work area and implement a clean as you go policy.
- Advise the Business Manager of all equipment faults if required.

Other Responsibilities

- To attend staff briefing/meetings, training, and inset days as required
- To carry out break or lunch duty as requested/as per rota

General

- To work within the Academy framework with regard to Health and Safety
- To promote equal opportunities in the Academy
- To promote the ethos of the Trust / Academy
- To promote the school's commitment to the continued professional development of all staff.
- To work within the school's framework with regards to Health and Safety.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children.
- To report any Safeguarding concerns in accordance with Trust's Safeguarding Policy
- To undertake any duties as may reasonably be required by the Executive Principal or Leadership Team

Person specification

Essential Criteria	Desirable Criteria	Method of Assessment: Application (A) Interview (I) Assessment (AS) References (R)
Education and Qualifications		
GCSE English (Grade C or above)		A/I
	Relevant qualification in IT/Design/Print/Reprographics	A/I
Knowledge and Experience		
Experience in a reprographics, design, administrative or similar role	Experience working in a school or educational setting	A/AS/I/R
Experience of producing high-quality printed materials and displays	Experience using design software (e.g. Publisher, Canva, Adobe InDesign/Photoshop)	A/AS/I/R
Experience managing and maintaining office or reprographics equipment	Knowledge of copyright regulations, particularly relating to education	A/AS/I/R
Excellent IT skills including Microsoft Office (Word, Excel, PowerPoint)		A/AS/I/R
Excellent written English and attention to detail		A/AS/I/R
Ability to produce engaging and accurate materials to deadline		A/AS/I/R
Proactive and able to work independently with minimal supervision		A/AS/I/R
Creative flair and eye for visual presentation		A/AS/I/R
Positive attitude and willingness to support the wider school team		A/AS/I/R
Flexible and adaptable to changing demands and priorities		A/AS/I/R
Commitment to maintaining high standards of presentation and professionalism		A/AS/I/R
Strong organisational, time management and multi tasking skills		A/AS/I/R

Person specification

Essential Criteria	Desirable Criteria	Method of Assessment: Application (A) Interview (I) Assessment (AS) References (R)
Personal Experience/Qualities		
Clear commitment and understanding of the Trust ethos, vision and values and an ability to uphold them		A/I/AS/R
Belief in equality and opportunity for all, ensuring that all staff feel included and listened to		A/I/AS/R
Ability to establish and articulate a clear vision in an engaging way		A/I/AS/R
Determination and resilience		A/I/AS/R
High level of interpersonal and communication skills and the ability to build relationships and influence at all levels – engaging with a range of stakeholders successfully		A/I/AS/R
Commitment to collaborative working		A/I/AS/R
High expectations of achievement, conduct and behaviour and a willingness to address situations where these fall short		A/I/AS/R
Commitment to safeguarding and promoting the welfare of children and young people		A/I/AS/R

“I believe in the value of working collaboratively with colleagues and partner schools to bring out the best in staff and students. The Trust consider the development of staff to be integral in its pursuit of excellence and I am supported and encouraged to grow within my role.”

K Atwell, Vice Principal
Haberdashers' Crayford Academy

Staff Benefits

At Haberdashers' Academies Trust South, we believe that investing in our staff is crucial for our success. That's why we offer a range of benefits that cater to your professional growth, well-being, and financial security.

Here are some of the benefits you can expect when you join us:

Perkbox: Our cutting-edge reward and benefits platform empowers you to acknowledge your colleagues' accomplishments through its celebration tool. You can gain flexi and reward points, which can be redeemed at various high street and online retailers for treats and every day essentials. Additionally, you have the option to make charitable donations.

Pension Scheme: (eligible and enrolled participants): From 1 April 1 2024, for teachers, the Trust will contribute 28.68% to your pension fund. Support Staff will receive a 19.80% contribution to their pension pot from the same date.

Professional Learning: Our dedicated team at Habs Institute for Professional Learning is devoted to nurturing your professional growth. We offer excellent training opportunities for all staff throughout the year and provide partial funding for qualification pursuits.

Employee Assistance Program (EAP): Our EAP encompasses a 24-hour, free, and confidential counselling service. It includes access to online cognitive-behavioural therapy and management consultations to support Line Managers.

Well-being: Enjoy complimentary access to the award-winning Headspace app, along with free mindfulness courses to enhance your overall well-being.

Staff Development: Explore secondment opportunities within the Trust or external organisations, providing valuable experiences for your professional development.

Ride to Work and Cycle to Work Schemes: Take advantage of substantial discounts through tax allowances for either purchasing a bike or opting for bike hire, promoting a healthier and more sustainable commute.

Season Ticket Loans: Enjoy discounted annual travel fares through our salary-deductible Season Ticket Loan and save on your travel overall.

We are committed to helping you thrive in your career and personal life. Join our team and enjoy the benefits of working with a supportive and forward-thinking organisation.

Why Haberdashers?

Staff Incentives

We know that staff are our greatest asset in achieving our vision for every school to be an excellent school and for our children and young people to flourish and succeed.

To incentivise like-minded and talented people who care about the work we do at the Trust, to join us and stay with us, we have recently introduced :

Talent Connect Bonus

Refer a friend or connection to apply for a role at the Trust and receive a £300* bonus when they successfully complete their probation period.



Welcome Reward

Those employed in 'hard to fill' roles to receive a Welcome Reward of £500* after successfully completing their probation period.




Milestone Appreciation Award

Long-serving members of staff to receive a £500*** reward and congratulatory letter from the CEO for reaching 5, 10, 15, 20 and 25-year anniversaries with the Trust.



* subject to tax and National Insurance contributions, and other terms and conditions. Some senior leaders will be exempt from receiving the Talent Connect Bonus.

Why Haberdashers?



“Crayford academy - a school beyond the measure of good in most aspects, brimming with fantastic and energetic teachers full of passion for what they teach!!”

T Dosunmu, Teacher of Maths
Haberdashers' Academies Trust South



Recruitment process and additional recruitment information

Closing date: 14 August 2025, 12pm

Interview date: 4 September 2025

Start date: Early October 2025 (For handover purposes)

Recruitment Process:

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against this criteria, you will then be invited to attend an interview. Details will be made available when selected, but the interview is likely to include:

- A written/practical task
- A presentation
- An in-person interview

Special Requirements:

If you require reasonable adjustments prior to your interview, these can be arranged by emailing crayfordhr@habstrustsouth.org.uk

Equality and Diversity:

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference

References: We will obtain references from your referees if you are successful at interview. In order to prevent any delays, please ensure that the reference section of the application form is accurate and completed in full.

Right to work in the UK: Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

Data Protection: Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Criminal Convictions: All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working or coming into contact with children; and must be received by the School before employment can commence.



Haberdashers' **Crayford Academy**

For a confidential discussion about this post
or to arrange a visit to our school, please
contact Lauren Findlay on
l.findlay@habstrustsouth.org.uk

Thank you for your interest in
Haberdashers' Crayford Academy.
We look forward to receiving your
application.

www.habscrayford.org.uk
X - @HabsCrayford
Instagram - habscrayford

Haberdashers' Crayford Academy
Iron Mill Lane, Crayford, Kent DA1 4RS