

Communications, Media and Reprographics Administrator

School:	Glyn School	Posted:	9th June 2025
Location:	The Kingsway, Ewell, Epsom, Surrey KT17 1NB	Expires:	18th June 2025 09:23 AM
Contract Type :	Temporary	Start Date:	As Soon As Possible
Salary:	GLF Associate 3.1 - 5 FTE	Job ID:	1491962
Hours:	Part Time, Term Time	Suitable for:	Other Graduates
		Job Reference:	GLYCMRA0425



Glyn School is looking to appoint an enthusiastic Communications, Media and Reprographics Administrator, to join our friendly Admin team on a temporary basis for maternity cover. This role requires an individual who will provide full and efficient reprographic support to the school community, whilst having flexibility to work around fluctuating workloads.

Your opportunity:

The successful candidate will provide support for the day-to-day operation of our communications, media and reprographics department. They will oversee the production and creation of all external communications, provide practical design support for LMT, teaching and associate staff for key publications along with technical support including the making of photo montages and videos for key events.

What we are looking for:

The successful candidate will need to be:

- A pro-active member of the team with a can-do approach.
- Flexible and committed.
- Keen to be part of the wider school community.

About Glyn School:

Glyn School is a high performing school, with an Ofsted ranking of 'Outstanding' since 2009. Ours is a vibrant school for boys aged 11-16 with a flourishing and successful mixed Sixth Form. Founded in 1927, we have a rich history of academic, sporting and artistic excellence and in 2014 we were designated a teaching school, one of a select number that represent the most outstanding and innovative practice nationally.

Glyn School has a reputation for challenging and stretching students with engaging and enriching teaching across all key stages. Our values sit at the heart of all we do and underpins our aspiration that every student leaves us equipped with the resilience and drive that will enable them to forge rewarding futures for themselves.

Learning and Teaching is at the heart of Glyn School. We aim to deliver lessons that inspire and engage students who will then go on to fulfil and exceed their potential. Teachers who have a passion for their subject and build strong relationships with their students cultivate a 'love of learning' that ultimately sees the young people we teach make exceptional progress. We firmly believe that high quality professional development is an important part of excellent teaching and we enthusiastically pursue ongoing teacher development: CPD, no matter where a teacher is in their career, is part of the fabric and culture of the school. To learn more about how Learning and Teaching underpin our school, please visit Glyn TV - Learning and Teaching section of our website.

Why work at Glyn School:

- An environment where the focus is on high quality teaching.
- An environment where senior and middle leaders offer exceptional support for and emphasize staff well-being.
- A culture of coaching with regular career development meetings offered with the Head of School.
- Exceptional CPD opportunities through our tailored CPD programme.
- An opportunity to work collaboratively with leaders across the wider GLF MAT.
- Recognition of previous school continuous service

Join the GLF Schools Community

As a part of GLF Schools, you will join a community of staff dedicated to transforming education. With regular progression discussions, there will be a wealth of opportunities for you to grow your career, whether in one of our 43 academies or in our central team.

- Founded upon the values of Respect, Inclusivity, Integrity and Kindness
- 43 primary and secondary schools across 7 Local Authority areas across the south of England
- We work as a community whilst ensuring each school maintains its own unique identity
- Committed to ensuring all children and young people receive the best possible education

GLF Schools Employment Offer

GLF Schools has a generous employment offer, which allows all our colleagues to Grow, Learn and Flourish

- Access to our highly competitive Local Government Pension Scheme
- Flexible working options

- Generous holiday allowance
- Work life and family friendly policies
- Employee wellbeing initiatives
- Career pathways and talent management
- Access to a staff benefits portal
- Community and collaboration working model

Please read the attached Join Our Community candidate pack for further information.

The Details:

Start Date: ASAP

Contract Type: Temporary

Pay Scale: £24,272 - £25,143

Actual Salary: £14,500.74 - £15,021.09

Working Hours: 25hrs per week Monday to Friday (Term time 39 weeks)

Closing Date: Monday 23rd June at 9.30am

Interview Date: TBC

Safeguarding Statement:

GLF Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).

As a Trust, we are happy to discuss flexible working opportunities. GLF Schools recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to develop further a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging. We strive for an inclusive environment where staff, children and students are comfortable to express their own identity, should they wish, in which diversity and inclusion is of mutual benefit for everyone in our schools. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

We reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a good level of response. Therefore, we recommend you submit your application as early as possible.

We also reserve the right to interview shortlisted candidates ahead of the closing date.

Please be advised that references may be requested on receipt of your application. Please state if you wish this to be delayed until shortlisting/interviews have taken place.