New Mills School

Derbyshire County Council
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High Peak
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Headteacher:
Mrs H Watts

Inclusion Administrative Officer and Reprographics Technician
Grade 5 PP 4-5 - £26,016 - £26,427
Actual Salary - £22,277 - £22,629
37 hours per week, term time only
To start ASAP

Join the New Mills School Community as our Inclusion Administrator and Reprographics Technician

New Mills School is a thriving and ambitious 11–16 community school in the High Peak, close to the stunning Peak District National Park, yet within easy reach of Stockport, Cheshire and Manchester.

This is an exciting time to join our school. Following a **strong set of GCSE results this summer**, with particularly positive outcomes across our core subjects and a range of curriculum areas, we have begun the new academic year with confidence, ambition and a clear focus on continuing to improve. Our most recent Ofsted inspection judged New Mills School to be **Good in all areas**, recognising our ambitious curriculum, calm and positive school environment and inclusive approach.

New Mills School is a warm and welcoming place with high expectations, a strong sense of community and a genuine commitment to ensuring that every student can succeed and belong. Our values - **Think Big, Do the Right Thing and Team Spirit** - underpin everything we do, alongside our simple message to students: **Be here, learn well, belong.**

We are looking to appoint a highly organised and efficient Inclusion Administrative Officer and Reprographics Technician to join our dedicated support staff team. This is a busy, varied and important role at the heart of our 360 Inclusion Department, alongside responsibility for our whole-school reprographics service.

Our 360 Inclusion provision supports students who may be experiencing barriers to attendance, behaviour, engagement or learning. We are developing our approach around earlier intervention, strong relationships and successful reintegration, helping students to remain connected to school and to experience success in mainstream education. The successful candidate will play an important part in making this work effectively.

This is much more than a desk-based administrative role. The postholder will have regular contact with students and families and will be a central point of communication for the Inclusion Department. You will support key systems relating to attendance, punctuality, behaviour, safeguarding, SEND, interventions and alternative provision, including the morning late gate, welfare and family contact, intervention records and communication with external agencies. Enjoying working with young people, building positive professional relationships and understanding the importance of consistency, confidentiality and safeguarding are therefore essential.

Alongside this, you will take operational responsibility for the school's reprographics service, ensuring that staff across the school receive high-quality resources and materials efficiently and on time. You will need to

be comfortable moving between different priorities during the day and understand how excellent organisation behind the scenes contributes directly to students' experience in school.

We are looking for someone who is friendly, approachable and professional, with excellent administrative and organisational skills and strong attention to detail. You will be a confident communicator, able to work positively with students, families, colleagues and external professionals, while handling sensitive information with discretion.

Above all, you will genuinely want to work with young people and contribute to an inclusive school in which every student is known, supported and expected to succeed. You will be calm under pressure, flexible when priorities change and a strong team player who understands that getting the small things right can make a significant difference to a young person's day.

How to Apply

Application packs can be obtained from and returned to Pete Eckersley, Office Manager:
New Mills School, Church Lane, New Mills, High Peak, SK22 4NR
Email: jobs@newmillsschool.co.uk or via our website - Vacancies - New Mills School - Discover The Difference

Informal visits to the school are welcomed—please contact Pete Eckersley at 01663 423125 or via email (jobs@newmillsschool.co.uk) to arrange a visit or for further details.

Safeguarding & Equal Opportunities

New Mills School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. When you apply for a job in our school, you are asked to provide a provide a full employment history and the names of two referees. One of these referees must be your most recent employer and, if the employer is a school, must be the Headteacher. All shortlisted candidates are required to complete a self-declaration form for criminal convictions, and an online search will be completed in line with the DfE's keeping children safe in education advice. We will follow up on any issues raised at interview.

The successful applicant's appointment will be subject to satisfactory pre-employment checks, including references and a Disclosure and Barring Service (DBS) check.

New Mills School is dedicated to building a diverse workforce and welcomes applications from all qualified individuals, regardless of sex, race, religion, belief, sexual orientation, gender identity, pregnancy, maternity, age, disability, marriage, or civil partnership

Closing date is Monday 16 November 2026 no later than 8am
Interviews Applications will be reviewed upon receipt, and suitable candidates may be invited to interview before the closing date.