



St Augustine's

PRIORY

'Our Girls Will Change the World'

CATHOLIC INDEPENDENT SCHOOL FOR GIRLS AGED 3-18
CO-ED PREPS AND PRE-PREPS



Design & Reprographics Assistant Applicant Information

*"Wowed by first visit to St Augustine's Priory in Ealing. Hidden Gem.
Why has no-one told us about this fabulous school before now?"*

GOOD SCHOOLS GUIDE



Contents

Introduction.....	2
Job Description: Design & Reprographics Assistant	3
Person Specification: Design & Reprographics Assistant	4
Employee Benefits	5
The Application Process	6

Introduction

We are excited to announce an opportunity for a Design and Reprographics Assistant to join our vibrant and inspirational school community. As an independent girls' school in West London, we pride ourselves on our extensive grounds, diverse academic and extra-curricular programmes, and strong sense of community.

About the Role: The Design & Reprographics Assistant will provide reprographic support to the school, assist the Office Manager with administrative tasks and support the Marketing Director in all aspects of branding and design within the school. This position offers a unique opportunity to work at the centre of a thriving school environment, ensuring smooth day-to-day operations and delivering an exceptional visual experience for the whole school community, visitors and prospective parents and pupils.

About You: We are seeking a resourceful, creative and organised individual with proven design credentials who has a proactive approach and ability to work independently or collaboratively as part of a team. We are looking for someone who can bring design ideas and innovations into an already successful department.

Why Join Us? You will have the opportunity to be a vital member of our supportive and inspiring community. This role is perfect for someone looking to make a meaningful impact in a school that values both personal and professional development.

An inclusive and diverse workplace

We are fully committed to sustaining a positive and mutually supportive working environment free from harassment, discrimination, bullying and victimisation where staff can work collaboratively and productively together, and where all staff are equally valued and respected.

Through working collaboratively with staff, students, parents, volunteers and governors we aim to remove barriers that you may face and promote equality of opportunity so that you can achieve your full potential at our School.

Hours and Remuneration

Contract: Full Time (all year round) or Term Time plus four weeks in School holidays.

Hours: Monday – Friday 08:30am – 4:30pm

Salary: £29,000 Full Time equivalent, pro rata for Term Time plus arrangements.

Job Description: Design & Reprographics Assistant

Responsible to: The School Office Manager.

Key Responsibilities:

- Supporting the Office Manager to ensure the efficient day to day running of the administrative functions of the school.
- Working with the Marketing Director to provide vibrant and appealing design materials to promote the school.

Design

- Directly support the Marketing Director to help develop school marketing materials.
- Design and format marketing materials, such as posters, leaflets, classroom and corridor displays, in support of the school's marketing strategy and campaigns.
- Assist academic staff with the development of engaging and accessible visual resources to support curricular and extra-curricular activities.
- Assist with the production of the annual School Magazine.
- In consultation with the Marketing Director, maintain the school's branding ensuring alignment with marketing strategy and consistency of design and presentation.
- Manage display boards around the school to ensure they are accurate, current and neat.

Reprographics

- Provide general reprographic support to the school, ensuring quality, accuracy and timeliness of reproduction.
- Support teaching and learning with printing and organising of documents and other resources.
- Support the maintenance and control of stock and help manage ordering of stationery and reprographic supplies.
- Produce and distribute appropriate signage, presentations, displays and relevant material as required in support of events and academic needs.

Administration and Event Support

- Respond efficiently and appropriately to tasks and to queries from parents and staff.
- Provide such general administrative support as the Office Manager requires, for example: updating pupil records, filing, data entry, support with events calendar or room bookings.
- In collaboration with the Office Manager provide support for the reception team, ensuring compliance with all sign-in, security, and safeguarding procedures.
- Attend school events as required.
- Support the running of fire and evacuation drills.
- Participate in the lunchtime supervision rota.

General

- The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Governing Body.
- The post-holder must uphold the School's Policy in respect of all matters related to Safeguarding and Child Protection.
- The post-holder may be required to perform any other reasonable tasks, after consultation.
- This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This Job Description is not necessarily a comprehensive definition of the post. The job description will be reviewed and may be amended annually, within the terms of your Conditions of Employment.

Person Specification: Design & Reprographics Assistant

The table below identifies the essential and desirable qualities and qualifications we seek.

	Essential	Desirable
EDUCATION/QUALIFICATIONS		
Educated to A-Level or equivalent.	X	
Relevant qualifications in Graphic Design, Creative Media or equivalent.	X	
KNOWLEDGE AND EXPERIENCE		
Training in and experience of using design software's and tools (e.g. iDesign, Illustrator, Photoshop, Adobe InDesign, Publisher).	X	
Previous experience in a creative/design/graphics role.		X
Previous work experience in a customer facing role.		X
Excellent IT skills, and a willingness/aptitude to develop these i.e. Office 365 including, MS Office, Word, Excel, Outlook, SharePoint, Teams.	X	
Evidence of creative and artistic skills.	X	
Previous experience of working in a school.		X
Awareness of the requirements of copyright, GDPR and other relevant regulations and guidance.	X	
SKILLS, BEHAVIOUR AND QUALITIES		
Excellent administrative and time management skills with close attention to detail, good organisation and multi-tasking abilities.	X	
The desire and ability to take ownership of tasks, to work without direct supervision and to see tasks finished on time and to a high standard.	X	
Strong verbal and written communication skills, with a diplomatic and professional manner and excellent telephone manner.	X	

A high degree of confidentiality and discretion.	X	
Adaptable, energetic, and proactive with a hands-on approach.	X	
Flexibility to work calmly and reliably in a busy School, both in a team and independently, with energy, initiative and cheerful enthusiasm for developing the role and to undertake training as required.	X	

Employee Benefits

 PLACE OF WORK Close to Central Line, Piccadilly Line, Elizabeth and other main lines and local buses	 MEALS Lunches are provided free by the school during term time	 PENSION A Contributory employer's pension scheme is available
 STAFF DISCOUNT 50% Fee discount for pupils of staff	 BIRTHDAY LEAVE Half day paid birthday leave	 PARKING Free car parking is available on site
 LEAVE ENTITLEMENT 30 days paid holidays and some additional discretionary days over the Christmas closedown period	 CYCLE SCHEME Tax-free Cycle to Work Scheme is offered by salary sacrifice	 PROFESSIONAL DEVELOPMENT Strong commitment to support professional development with a dedicated people development budget

The Application Process

Candidates should complete the St Augustine's Priory Application Form, available from <https://www.sapriory.com/about-us/staff-vacancies> Please send via email to hr@sapriory.com by midday, Monday 24th August 2026.

Interviews will be held the first week in September, subject to change.

Candidates invited to interview will be offered a tour of the school and grounds, complete an interview, task and will meet key members of staff.

The successful candidate will be asked to accept the post by telephone, but only once a contract has been signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based on a short delay.

"The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The School may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media account names/handles, as part of their application.

The safeguarding responsibilities of the post include:

Ensuring the protection of children from abuse, neglect, and exploitation, while also addressing broader issues that may endanger them, is crucial. This involves creating a safe environment in both the classroom and playground, encouraging good behaviour and discipline, and fostering positive relationships with students.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children."

