



## **Reprographics Technician- Temporary position**

**22 hours per week, working 38 weeks per annum**

**Working pattern is negotiable.**

**Grade 3 starting at £ 11492 actual salary (£11.98 ph)**

We are seeking to appoint a motivated and enthusiastic Reprographics Technician to join our support staff team. The successful person will take full responsibility for this aspect of our admin support and be an integral part of the admin team. You will be a self-starter with proven organisational and time management skills. Printed documents are a vital part of our communication with parents and with external agencies, in addition to creating resources for student use. It is important therefore that we have an efficient and reliable reprographics service in the school. You will have a keen eye for detail and the ability to proofread and present documents to a high standard. Our support staff team work extremely closely with the teaching staff to provide the very best educational experience that we can for the young people in our school. This position is temporary to provide maternity leave cover.

### **The successful applicant will**

- Be a good team player, including lending support to the First Aid function within the team.
  - Have exceptional organisational and time management skills
  - Be a efficient and communicative
- Be an adaptable person who can demonstrate flexibility when required.
- Join a supportive and friendly support team contributing to the school's overall ethos.

We are a welcoming and inclusive 11-16 school that has, due to its popularity, grown rapidly in size to be oversubscribed from September 2023 with 774 students on roll. Our mission is 'creating and achieving a brighter future' and we live by our mantra 'Be Kind, Aspire, Persevere and Achieve'. We are committed to providing the very best education for our young people. We want our students to be equally supported and challenged during the five years they spend with us. We want them to enjoy their time with us as we nurture them to become confident, happy and successful young adults. We are deeply ambitious for each and every individual and upon leaving us, we are determined they will be able to access the very best opportunities in further and higher education. As a school we want to become ever more outward looking, broadening our links and partnerships to further develop Maidenhill as a learning hub for the wider community. The governors and I are clear that we want Maidenhill to be the 'school of choice' for parents and young people. Maidenhill offers an ideal opportunity for all staff to develop professionally.

If, having read the job description and person specification, you are interested in applying for this position, please complete the application form and submit it to [vacancies@maidenhill.gloucs.sch.uk](mailto:vacancies@maidenhill.gloucs.sch.uk) by **9am on Friday 22<sup>nd</sup> March 2024**.

We look forward to reading your application and meeting you at interview.

Yours sincerely,

Andy Hunter  
Head Teacher

Head Teacher: Mr A Hunter

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