



REPROGRAPHICS ASSISTANT
Grade D, Point 3-4 (£24,027 - £24,404 FTE / £13,960 - £14,184 Actual)

25 hours per week / 39 weeks per year (term time)

Required for June 2025

Are you looking for a part time role which fits in with the school day and holidays? Do you want to work in a highly regarded school where staff are valued and students are central to all we do?

Please get in touch for more details to see if this role matches your skills and gives you the flexibility you are looking for in a job. Perfect for parents of young school age children, or someone nearer to retirement that doesn't want to work full time throughout the year.

We are seeking a highly effective and efficient Reprographics Assistant to support the school in providing high quality resources for staff and students.

The successful applicant will find a purposeful and supportive learning environment, with a team of staff committed to delivering an excellent service to our students.

This is a permanent post. Ideally the hours of duty would be 8:15am-1.15pm Monday to Friday, term time plus training days, to be able to provide staff with a reprographics service prior to the start of the school day. However, we are aware that some potential candidates may need to drop young children at school, so there may be some flexibility with start / end times for the right candidate.

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. This post will be subject to an enhanced DBS disclosure.

For an application form and further details, please contact Ms Ridley, Principal's PA, on 01536 720338 or email vacancies@latimer.org.uk.

Please note we do not accept CVs as part of our application process.

Closing date for applications: 9.00 am on Wednesday 26 March 2025

Interviews will take place week commencing 31 March 2025