

Reprographics Officer

Required from 3 September 2018

14 hours per week on Thursday & Fridays during term time plus 2 weeks

08:15 – 15:45

Pay Scale S4 £6,037 - £6,857 p.a. *pro-rata* (FTE: £17,323 - £19,677 p.a.)

We are seeking to appoint a member of staff to our Reprographics team. You would be joining a friendly, hardworking team helping staff to reproduce documents and materials for teachers to use in lessons.

The candidate will have key duties:

- Organise work requested by teachers, both electronically and as paper copies
- Collate and bind reports and other documents as specified
- Laminate materials as requested and provide a professional output
- Maintain records of stock and order stationary for the reprographics department, check orders received against invoices and sign off deliveries
- Maintain school photo-board
- Manage department charges and provide required information to the finance department

Further Job Specification available upon request

Experience with Multi-Functional Printers and Microsoft Office would be an advantage.

The person appointed may not necessarily be familiar with all the areas listed above, but a willingness to learn and be proactive is required.

Details of the school and an application form are available on our school website:

www.fullbrook.surrey.sch.uk

Alternatively, please contact Ben Sayers, Network Manager

Email: sayersb@fullbrook.surrey.sch.uk

Phone: 01932 349301