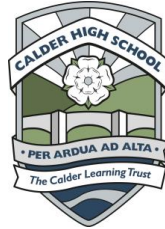


Calder High School

The Calder Learning Trust



"Everybody, Everyday"

Reprographics Technician Maternity Leave Scale 3 – 37 hours per week, term time only plus 5 days

We are seeking to appoint an experienced person for the position of Reprographics Technician from September 2022.

Scale 3 (Term-time only plus 5 days)

Prime Objectives of the Post: -

- To provide a reprographics service for all staff in the school
- To assist with whole-school display
- To design and produce posters for display purposes and general school signs together with certificates, awards, invitations and tickets etc.
- To scan and reproduce documents in house-format
- To provide and maintain accurate records and accounts
- To control and maintain stock levels
- Organise maintenance of machines
- To assist the staff in the production of booklets, posters, reports etc
- To assist students with final production of their coursework

Calder High School is fully committed to safeguarding and promoting the welfare and safety of children and we expect all staff to share in this commitment. An enhanced check by the Disclosure and Baring Service are required for this post.

For further details and to download an application pack, please visit our website www.calderlearningtrust.com or e-mail jmason@calderlearningtrust.com. We look forward to receiving your completed application.

Completed applications should be returned to jmason@calderlearningtrust.com

Closing date: Friday 8 July 2022 9.00am

Interviews: To be arranged