

Part time Reprographics Assistant

Immediate start

7 hours a day, 21 hours a week, every Monday, Thursday and Friday, term time only

8.00am – 3.30pm with half an hour for lunch

Grade B - full time equivalent salary range: £22,737 - £23,500 per annum

The actual part time salary range for this role is: £10,791 - £11,532 per annum

(a job share can be considered for this role)

This is a fantastic opportunity to join our Reprographics department. We are seeking a well-organised person with excellent IT and communication skills to provide effective support to our staff by overseeing our busy reprographics room every Monday, Thursday and Friday. The successful candidate will be a team player with the ability to communicate effectively with staff, to ensure their requests for printing and copying can meet their deadlines.

You will be responsible for the operations of our reprographics room and ensure printing work is completed on time and to a high standard. You will ensure reprographics equipment is maintained to a good working order, arrange for any necessary repairs to be undertaken by specialist contractors and manage supplies and stocks of all consumables required for printing and copying.

You will be joining us at a very exciting time. We will be adding a sixth form to our educational provision in 2024. This brings with it numerous opportunities for continued development.

In return for everything you can bring, we can offer you:

- The opportunity to be part of our supportive and inclusive Light Hall family;
- Students who are friendly, engaging and want to learn;
- Opportunities for further development in your role and progression;
- Induction, training and CPD opportunities to further support your development, as well as a range of staff benefits including local government pension with generous employer contribution and free employee wellbeing services such as free physiotherapy and chiropractor sessions, GP consultations for staff and their children 24 hours a day, 7 days a week worldwide and flu jabs.

You can find out more about this role by:

- visiting our school website www.lighthall.co.uk to download a candidate pack and application form.
- visiting the school – to arrange a visit, please contact Anna Williams, HR, Cover and Office Manager on 0121 746 5060 or email awilliams@lighthall.co.uk

Closing date: 9.00am on Monday 18 March 2024

(interviews are due to take place on or before Thursday 21 March 2024)

We look forward to hearing from you.

Light Hall School is committed to safeguarding the welfare of all children and young people and expects its staff to share this commitment. An enhanced DBS check is required for all successful candidates.

Head Teacher: Annette Kimblin

Hathaway Road | Shirley | Solihull | West Midlands | B90 2PZ

T: 0121 744 3835 | **F:** 0121 733 6148 | **E:** office@lighthall.solihull.sch.uk

www.lighthall.co.uk