



FORMBY HIGH SCHOOL

Determined to Achieve

Formby High School is a heavily oversubscribed 11-18 mixed comprehensive academy with over 1,150 students. The school's motto 'determined to achieve' is central to our vision for all aspects of school life, in and out of the classroom, and across the community. The school employs over 145 dedicated and highly effective teaching and support staff who work closely with parents to achieve the best possible outcomes for our students. With a strong reputation in the local community, Formby High School was judged to be Good across all areas in the most recent Ofsted inspection (November 2022). The report highlights how our students are 'inspired to succeed' and 'proud to attend their school'.

To find further information about the school please visit our website www.formbyhighschool.com

Formby High School is committed to safeguarding and promoting the welfare of its young people. The successful applicant will need to be DBS (Disclosure and Barring Service) checked to Enhanced level and personal details will be cross-referenced in line with the school's Safeguarding Policy. We also carry out online checks on shortlisted candidates in line with our Safer Recruitment Policy.

Required to start 01 February 2026 (or sooner if possible)

Reprographics Administrator

Term time only – 22.5 hours per week (Monday to Friday, 9.00am to 1.30pm)

SCP 5-6 on the NJC scale (FTE currently £25,583 to £25,989)

Starting salary pro rata £13,155 per annum.

About the Role

We are seeking a **highly organised and proactive Reprographics Administrator** to support our mission to improve productivity and efficiency across the school.

You will work closely with the **Office Manager** to identify and develop potential process improvements in order to increase efficiencies throughout school.

What You'll Do

- To provide a high-quality central reprographic service for the school.
- To ensure a reliable and timely response to reprographic orders from teaching and support staff and school leaders.
- To provide support with reformatting documents and print orders to meet the requirements of students with special educational needs.
- To maintain and operate the school's reprographic and printing equipment.

What We're Looking For

- Experience in an administrative or reprographics-related role is desirable but not essential.
- Proficiency with office equipment including printers, copiers, and scanners
- Good organisational skills with attention to detail
- Basic IT skills including familiarity with Microsoft Office applications
- Ability to manage multiple tasks efficiently and meet deadlines
- Strong communication skills both written and verbal



Working Arrangements

- Full training and support will be provided.
- This role is office based.

We can offer:

- very welcoming and supportive staff team with a positive and inclusive school culture
- students who are engaged, motivated and respectful
- a focus on staff wellbeing and welfare
- excellent transport links from Liverpool, Preston and Manchester

Applicants called for final selection will be informed by telephone as soon as possible after shortlisting has taken place.

- For further information contact Kelly Rhymes, HR Manager, on k.rhymes@formbyhighschool.com
- All applications must be received by **9:00am on Tuesday 13th January 2026**
- Final selection will take place w/c **Monday 19th January 2026**.



Dear Applicant

Reprographics Administrator
Commencing -1 February 2026 (or sooner if possible).

Thank you for your interest in the position of Reprographics Administrator. Formby High School is a thriving community comprising engaged and highly motivated students, supportive parents and Trustees, and an experienced and dedicated team of staff. We have high expectations of everyone in our school, and I am proud of the way students and staff strive to aim high, work hard and show respect. To find further information about the life of our school, I would encourage you to browse our website. You are also very welcome to visit the school in advance of submitting an application.

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If you decide to proceed, please complete the TES online application and within your supporting statement include the following:

- your reasons for applying for the position and suitability for the role
- what you will bring to this position if appointed

All applications must be received by 9:00am on Tuesday 6th January 2026. The final selection process will take place w/c Monday 12th January 2026. **Applicants called for final selection will be informed by telephone as soon as possible after shortlisting has taken place.**

Candidates called for final selection will receive a detailed programme on their arrival, which will include a tour of the school and a selection of tasks. Following the tasks, there will be a further shortlisting exercise and successful candidates will progress to formal interview.

The decision of the appointment panel (members of the Senior Leadership Team and the Office Manager) will be informed by the following:

- application form
- results of the tasks
- performance during formal interview

I look forward to receiving your application.

Yours sincerely

A Wood
Headteacher