

# Reprographics & Administration Assistant

**37 hours per week: 8 am–4 pm Mon to Thu/8 am-3.30 pm Fri**  
**Term-time plus 2 weeks (0.8778 fte) – permanent**

**Grade 6, Points 9-10: £25,188 – £25,590 full time salary per annum**  
**Actual salary: £22,110.46 - £22,463.35 per annum**

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**We are currently seeking a friendly, motivated and detail-oriented person to join our administration and reception team to support our staff and students in a dynamic and fast-paced environment.**

As reprographics assistant you will be responsible for the day to day running of the resources area, managing the resources inbox and organising your workload effectively to provide a comprehensive service, including the production, presentation and distribution of documents, as required.

As part of the administration team, you will be involved in a variety of wider reception and administrative related duties, in order to support with the smooth running of the school.

The ideal candidate will have excellent customer care skills and the ability to multi-task and work under pressure whilst remaining calm and professional at all times. It is also essential that you have excellent communication skills, both verbal and written and are proficient in the use of IT.

Ibstock School is at the heart of the local community, serving families in Ibstock and the surrounding villages of North-West Leicestershire. The School joined LiFE Multi Academy Trust in July 2021 and has recently completed its transition to become an 11-16 school.

*LiFE Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.*

*All offers of employment will be subject to a DBS check and an online search.*

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**Closing date: 3.00 pm on Thursday 15 May 2025**  
**Interviews: week commencing 19 May 2025**

Please visit our website <https://www.ibstockschool.co.uk/content/vacancies.php> for more information and application details, or for any enquiries, email [jobs@ibstockschool.co.uk](mailto:jobs@ibstockschool.co.uk).