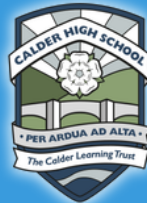
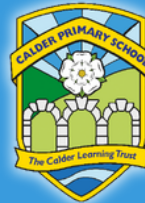


NEW VACANCY

The Calder Learning Trust



Reprographics and Digital Resources Technician

Everybody, Everyday

Located within the beautiful Calder Valley, West Yorkshire

Start date: September 2026

NJC scale 3 point 5-6, actual salary £22,471-£22,827 (pro rata)

37 hours per week, term time only plus 5 days

Permanent contract

Care, Commitment, Courage



Completed applications should be returned to hr@calderlearningtrust.com

Closing date: 9.00am Monday 31 August 2026

Interviews: week commencing 7 September 2026

Welcome from the Headteachers



The Calder Learning Trust is an all-through school, providing an excellent standard of education for students from 4 – 16 years. There are two phases to our school: Calder Primary School for ages 4 – 11 and Calder High School for ages 11 – 16. Whilst each phase is distinct, they blend seamlessly into one learning community, offering fantastic opportunities for all our students.

Located in the heart of Pennine Yorkshire, in the village of Mytholmroyd, approximately six miles west of Halifax, The Calder Learning Trust serves the Calder Valley community stretching from Halifax through Luddendenfoot, then Mytholmroyd, and beyond to the town of Hebden Bridge and the border of Todmorden. It is ideally situated both close to the countryside and with easy transport links to towns and cities for varied learning opportunities outside the classroom.

We aim for our students from Reception to Year 11 to become confident, responsible and articulate young people, supported within and beyond the curriculum and engaging in the fantastic range of opportunities available. These include The Duke of Edinburgh award, sporting events and competitions and Expressive Arts.

Our school values are 'Care, Commitment, Courage' and are woven through all that we do. Here at The Calder Learning Trust we aim for 'Everybody, Everyday' to be and do their very best so that they can realise their dreams and aspirations and we look forward to welcoming you to our school and offering you the opportunity to take an assisted tour.

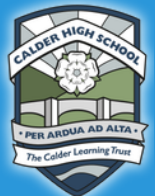


Mr A Taylor
Headteacher, Calder High School



Mrs K Lambert and Mrs F Kennedy
Co-Headteachers, Calder Primary School

Job Description



Prime Objective of the Post

To provide a whole-school reprographics service in the design, production of materials required for teaching and learning in the classroom and the administration of the trust..

Copying and reproducing documents in response to job requests. Distributing all work and planning deliveries to meet demands.

Responsible to: Senior BDI Manager



Job Description



Main Duties and Responsibilities:

- To assist with the whole school display; presentation of pictures and posters in relation to the school, specialist schools and behaviour for learning initiatives
- To respond to all job requests, such as copying, scanning, laminating, binding, collating etc.
- To design and produce posters for display purposes and general school signs together with certificates, awards, invitations and tickets etc.
- To update school website and social media channels with school news and events
- To assist in production of any marketing materials required for Trust and primary schools
- To maintain adequate stock of supplies in the reprographics area and to service other areas in school. Arranging and monitoring stationery orders and sourcing best practice and suppliers.
- To monitor and arrange the maintenance of machines around school as necessary.
- To assist in the maintaining and developing the school's website and social media presence.
- To assist staff when required with displays, providing appropriate materials and advising on branding. Sourcing materials and monitoring stock levels.
- To carry out all tasks, giving due regard to confidentiality of information and being vigilant to copyright issues.
- To provide and maintain accurate records and accounts
- Plan and prioritise own workloads

Main Duties of Annual Requirements/Timeline

Summer Term: Prepare and print all new faculty resource booklets for the new academic year in a timely manner, support in the preparation of faculty printed resources ready for new academic year.

September/October: Production and installation of posters and displays ready for school open evenings. Liaising with Faculties of requirements.

Half-term: Prepare and print all new faculty resource booklets for the next term in a timely manner, support in the preparation of faculty printed resources ready for new term.

Job Description



Initiative:

- To participate in school based continuing professional development for self and others.
- To participate in in-service training sessions and staff meetings where appropriate.

Demands:

- Able to work under pressure and meet deadlines effectively
- Commitment to working constructively as part of the wider school team.
- Data Protection Act

People Responsibilities:

- Liaising with pupils, teaching staff and senior management team

Resources:

- ICT Equipment and consumables
- Schools Information Management System (Arbor)

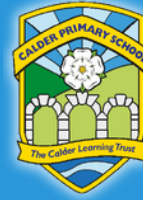
Conditions:

- School environment

This job profile is not a restrictive outline, but indicates a range of duties. The post holder will be expected to be flexible in the range of tasks undertaken as appropriate to the post



Job Description



Staff Benefits

- **Wellbeing:** We subscribe to the Schools Advisory Service (<https://schooladvice.co.uk/>) to support staff with a variety of services such as online gyms, medical support and counselling . We deliver training to equip all staff with the skills to identify early signs of mental ill health in pupils and themselves.
- **CPD:** we have an extensive development programme both internally and externally to support your professional development whilst you are employed by the trust.
- **Sustainability:** We have good local transport networks including bus and rail
- **Priority places:** for children of staff at both Calder Primary and Calder High Schools as part of our Admissions Policy.
- **Childcare Vouchers** to support staff getting back to work.
- **Staff clubs** such as staff sketch club, staff book club and various other initiatives.



Person Specification



Code for Assessment

A - Application I - Interview C - Certificates

Qualifications & Skills

	ESSENTIAL	DESIRED	ASSESSMENT
A good standard of education including English and maths	✓		A,C
5 GCSE or equivalent including mathematics and English at Grade 4/C or above		✓	A,C
ICT competence including Arbor/Microsoft office		✓	A,I
Proficient in design packages such as Canva or Adobe Photoshop		✓	A,C
Evidence of Continuing Professional Development		✓	A,C
Child Protection/Safeguarding Training		✓	

Personal Qualities

Work as an effective team member and apply given instructions	✓		A,I
Good organisational/planning skills	✓		A,I
Respect confidentiality	✓		A,I
An excellent record of attendance and punctuality	✓		A,I
Able to organise, plan and complete tasks		✓	A,I

Person Specification



Code for Assessment

A - Application I - Interview C - Certificates

Experience

	ESSENTIAL	DESIRED	ASSESSMENT
Excellent communication, literacy and numeracy skills	✓		A,I
Administration, office or reprographics experience		✓	A,I
ICT competence including Arbor/Microsoft office		✓	A,I

Special Working Conditions

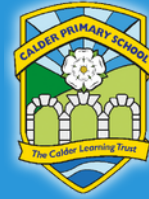
Positive role model for students	✓		A,I
Positive attitude to inclusion of all students	✓		A,I
Willing and able to work outside school hours/evenings as required.		✓	A,I

Person Specification



This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced Disclosure Baring Service check is required for all successful applicants.





Everybody, Everyday



We look forward to receiving your application

Please note if you are not invited for interview within 2 weeks of the closing date please assume you have been unsuccessful with your application.

The Calder Learning Trust
Brier Hey Lane
Mytholmroyd
Hebden Bridge
West Yorkshire
HX7 5QN

Tel: 01422 883213
Email for Applications: hr@calderlearningtrust.com
Website: www.calderlearningtrust.com

Facebook: The Calder Learning Trust
Twitter: @Calder_High @CalderPrimary