

## Lawrence Sheriff School

Home of the Coventry and Central Warwickshire Teaching School Hub

## REPROGRAPHICS ASSISTANT

**Permanent**

**15-20 hours per week - Monday to Friday**

**Working 39 weeks per year (term time and training days)**

**Scale C (Points 3 – 4): £7,963.82 – £8,095.87 per year based on 15 hours per week,**

**£10,618.43 – £10,794.49 per year based on 20 hours per week**

**(£22,737- £23,114 FTE) - pay award pending**

**Required ASAP**

*'This school is a truly special place. Pupils flourish here' Ofsted March 2022.*

Is your perception that, as a boys’ grammar school, we will be overly traditional and elitist? Think again! If you want to become part of a calm and happy school community then Lawrence Sheriff may well be the place for you!

Lawrence Sheriff School is an outstanding boys’ grammar school of approximately 1200 students, around 450 of whom are in our coeducational sixth form. As a National Teaching School, we have played a significant role in initial teacher training and continuous professional development across the region. The school is both a Teaching School Hub, and MFL Hub, and this enables us to offer all staff varied and interesting opportunities to enhance their practice.

We are looking for a committed and dynamic colleague to run our reprographics department. The role will involve a range of duties including photocopying, scanning, binding of documents, monitoring of reprographics supplies and other clerical duties. A minimum number of hours will be required each week with additional hours to be worked in accordance with work volume.

The successful candidate will be IT literate with excellent interpersonal skills. They must be able to work on their own initiative and have the ability to prioritise their workload.

To download an application pack please visit our website: [www.lawrencesheriffschool.net](http://www.lawrencesheriffschool.net)

To apply please complete and return the job application and equality details forms to Personnel at [recruitment@lawrencesheriffschool.com](mailto:recruitment@lawrencesheriffschool.com), along with a letter of application. Please do not submit CVs, as only the job application form will be considered.

For further information please contact Mrs M Morgan, Mrs Valand or Miss Gardner: Tel: 01788 843700, E‑mail: [recruitment@lawrencesheriffschool.com](mailto:recruitment@lawrencesheriffschool.com)

Closing date for applications:

**09.00 am on Monday 23th September 2024**

*Lawrence Sheriff School is committed to safeguarding and promoting the welfare of children.*

*The successful applicant will be required to undertake an Enhanced DBS check.*