



**Kings
Academy**

Believe and Succeed

Reprographics Technician

22.5 hours per week, term time plus five days

Permanent Contract - Required As Soon As Possible

Monday - Friday 9.00am – 1.30pm

Scale 14 £25185 - £25989 per annum pro rata

Starting Salary £13114

We require an exceptional person to join our team as a Reprographics Technician. The successful candidate will be flexible, reliable, organised, creative and committed to supporting teaching, learning and the wider needs of students at our Academy. You will provide an efficient and responsive reprographics service, producing high-quality teaching, learning and administrative materials in a busy environment with competing priorities and deadlines.

The role is varied and will include creating, updating and maintaining displays throughout the Academy, helping to celebrate student achievement, promote curriculum areas and showcase school life. You will also be responsible for taking, maintaining and uploading staff and student photographs to the Academy's Management Information System (MIS), ensuring records remain accurate and up-to-date.

You will also oversee the creation, updating and maintenance of Staff and Sixth Form lanyards, including producing new and replacement lanyards and ensuring all information and photographs are accurate. During examination periods, the successful candidate will be required to start work at 8.00am to support the timely and confidential preparation and production of examination papers and associated materials. Flexibility during these periods is, therefore, essential.

Candidates will need to demonstrate the following:

- Is highly organised and has excellent attention to detail
- Has good IT skills and is confident learning new systems
- Competent at using Microsoft Office suite of applications
- Can operate printing, photocopying and finishing equipment, or is keen to develop these skills
- Has a creative approach and an interest in producing high-quality school displays
- Can manage competing priorities and work effectively to deadlines
- Is approachable, professional and able to communicate effectively with staff and students
- Is able to work independently while being a positive and reliable member of the wider school team
- Is flexible and able to start at 8.00am during examination periods when required
- Able to work efficiently under pressure whilst always maintaining a calm and professional manner

What we can offer:

- Professional induction, training and continued professional development opportunities
- Staff benefits including reduced Leisure Centre membership and cycle to work scheme
- A staff assistance programme with specialist provider, PAM who provide a 24/7 free phone helpline, or face-to-face counselling for every employee in the Wessex family
- Local Government Pension Scheme with a generous employer contribution, subject to pension eligibility criteria

Closing date: Monday 21 September 2026 – 8.00 am

Interview date: TBC

A: Kings Academy, Station Road, Cheddar, Somerset, BS27 3AQ

E: office@kovessex.co.uk | **W:** www.kovessex.co.uk | **T:** 01934 742608



Part of the
Wessex Learning Trust



POSITIVITY



RESPECT



INTEGRITY



DEMOCRACY



EQUALITY



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To apply for this position, please complete a support staff application form, (which is available on our website), together with a letter of application for the attention of Mr D Wiltshire, Headteacher. Your letter should be no more than two pages of A4, detailing your experience to date and why you are the best candidate for the position. Completed applications should be returned by post to the HR Department or by email to jobs@kovessex.co.uk

The Wessex Learning Trust is committed to safeguarding young people and promoting the welfare of children, and all staff appointed will undergo online checks and will be required to undertake an enhanced Disclosure and Barring Service Check.

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