



Role Details:

- **NJC Grade F (6-7)**
- **37 Hours per week, Mon - Fri**
- **8am start**
- **Term Time + 5 days training**
- **Actual starting salary:
£22,354**
- **September 2026 start**

Do you want to work in a school where you feel valued? Where staff wellbeing is championed? Where CPD and opportunities for growth and development are supported and encouraged? Look no further and come and work with us!

Reprographics Technician

Are you organised, proactive, and looking to make a real difference in a busy secondary school environment? Wollaston School is seeking a dedicated Reprographics Technician to join our friendly and supportive administrative team.

About the Role

As our Reprographics Technician, you'll play a key part in ensuring staff and students have access to high-quality teaching and administrative materials. You'll be responsible for operating and maintaining reprographics equipment, managing supplies, and supporting general administrative tasks in our large secondary school of over 1400 pupils.

About You We're looking for someone who:-

Is organised, with a keen eye for detail and a methodical approach * Can work independently and as part of a team * Has good IT skills and is comfortable using and maintaining office equipment * Is proactive, flexible, and able to manage a busy workload * Communicates effectively and works well with others * Understands the importance of copyright compliance in schools * Is committed to safeguarding and promoting the welfare of children

Why Join Us?- Supportive and welcoming team environment * Opportunities for training and professional development * Term time plus training days, supporting work-life balance * Staff wellbeing initiatives * Commitment to safeguarding and promoting the welfare of children

Closing date for receipt of applications: Midday on Monday 20th July 2026

Interviews will be held on Monday 27th July 2026

For details and to apply, please visit:

<https://nenevalleypartnership.com/join-our-team/>

For questions or further info, please email:

nvp-recruitment@nenevalleypartnership.com



Wollaston School is committed to safeguarding and promoting the welfare of children and young people, we expect all our staff and volunteers to share this commitment. This post is subject to an enhanced DBS check, a medical check and the provision of two references one of which MUST be your most recent or last employer.