



KINGS'

SCHOOL • WINCHESTER

Reprographics Assistant
1 Year Temporary Contract
Grade B3 £23,058 (actual £13,668)
25 hours, 40 weeks
9.30am -2.30pm Mon-Fri

Applications closing date: Midday 19th August 2024

We are looking for an enthusiastic and approachable person to join our excellent school support team.

As Reprographics Assistant you will provide a full reprographics service to students and staff and help to promote a positive image of the school through the production of professional documents for both internal and external use. At Kings' we recognise and appreciate the invaluable contribution support staff provide, their work is essential to the daily operation and management of Kings'.

The successful candidate will be expected to:

- Demonstrate personal dynamism, energy, and enthusiasm.
- Be organised and a strong communicator.
- Have a very high level of attention to detail.
- Be motivated to use their own initiative to get the job done.
- Excellent administrative and organisational skills..
- An ability to use your own initiative and work under pressure.
- A sound understanding of reprographics software and technology.
- An artistic flair for the layout and production of documents and brochures.

Why Kings'?

Kings' is an exciting and rewarding place to be, our pupils are keen to learn and succeed, and consistently show appreciation for their teachers' support and dedication. Our teaching and support staff are committed and hardworking, all believing firmly that we should help pupils be their best. Whether colleague or pupil, all members of the Kings' community live our values and collective morale is high.

Working at Kings' in Winchester, you will:

- Benefit from a supportive, encouraging culture of professional growth and autonomy.
- Be part of our friendly welcoming team – you join our Kings' family who live by our motto, Una Laborantes (Working together).
- Feel valued and recognised for your contributions, whilst being actively encouraged and supported in maintaining a healthy work-life balance.
- Park onsite, at the front of school in a secure accessible car park, equipped with EV charging spaces.
- Work in well-resourced departments, with access to a high-quality library for professional development.
- Feel the benefits of working in the beautiful Hampshire countryside, on a large campus surrounded by greenery and open spaces.





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- Staff swimming – free staff swim slots at our indoor heated pool.
- Hampshire County Council benefits also include:
 - Local Government Pension Scheme – with guaranteed benefits
 - Employee Assistance Program – 24/7/365 phone advice, and up to 6 free counselling sessions per year

To see what current staff say about working at Kings' and learn more about our dedication to wellbeing and staff voice, visit our [website](#).

For further information and to apply for this position, please visit our [website](#).

If you have any questions about the role, application process or life at Kings', please do get in touch to 01962 861 161 or recruit@kings-winchester.hants.sch.uk

We review applications as they are submitted and reserve the right to close this advert and/or interview at any time, therefore, we would encourage you to apply as soon as possible if you are interested in this role.





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Job Description

- Open up the resources areas at the beginning of the day and prepare equipment for full use.
- Photocopy material for school use, including internal examination papers, booklets and leaflets as required.
- Binding & laminating documents.
- Scanning of exam evidence documents.
- Basic design of school materials such as promotional leaflets and reward postcards.
- Photocopy students work as request, laminate sheets and ring bind assessment folders.
- Finishing document presentation, including trimming, binding and laminating.
- Monitor all reprographics equipment and organise service and repairs.
- Monitor stocks of all materials, order paper and materials as and when required and disseminate to departments as necessary.
- Follow manufacturer's instructions for basic equipment maintenance and cleaning.
- To carry out other related tasks as required.
- Promote the safeguarding and the welfare of all pupils.
- To continue to invest in personal continual professional development, taking responsibility for personal improvement by engaging actively in the performance review process.
- Actively embody Kings' School mission and values.





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Person Specification

A Qualifications	
Qualified to GCSE level C or above in Maths.	A/I
B Knowledge and Experience	
Clear understanding of the high expectation of working in an outstanding school	A/I
Good understanding of the role of a Reprographics Assistant and the technology and equipment used.	A/I/R
Knowledge of Photoshop, Publisher and Mail Merge an advantage	A/I
Ability to build strong collaborative relationships with parents, pupils, staff and external stakeholders.	A/I
Good time management and be able to prioritise work	A/I/R
An understanding of the importance of offering excellent support to enhance the educational experience of pupils.	A/I/R
Commitment to safeguarding and promoting physical and emotional health and well-being of young people.	A/I
A proven track record of excellent outcomes in your previous work roles.	A/I
Evidence of an understanding of safeguarding within schools.	A/I
C Personal Qualities	
Demonstrate personal and professional integrity, including modelling the school's mission and values.	A/I/R
Able to build and maintain quality relationships through interpersonal and communication skills	A/I
Efficient and effective organisational skills.	A/I
Ability to build strong collaborative relationships with parents, pupils, staff and external stakeholders.	A/I
Be a consistent and positive role model and be a highly effective and respected ambassador for the school.	A/I
D Confidential Reference	
Positive recommendation from all referees, including current employer	R

A = application

I = interview

R = reference

