



We are His body, living and learning as one.

Technician – Reprographics

Role: Reprographics Technician

Salary: Grade 3 scp. 4-6 pro rata to £23,114 - £23,893 pro rata to 20 hours per week for 39 weeks per year and is therefore a proportion of above

Actual Salary: £11,361 - £12,008

Hours: Part Time – 20 hours per week during the school term time for 39 weeks per year

Required: September 2024

Contract: Permanent

Closing: Friday 7th June 2024 at 12 noon

Shortlisting: Monday 10th June 2024

Interviews: Friday 14th June 2024

Corpus Christi Catholic Academy Trust wishes to appoint a Reprographics Technician to provide support to staff and students in the production of high quality documents and other materials at All Saints Catholic College¹. The hours of work will be per week.

The main duties of the role are:

Under the direction of senior staff, to provide technical reprographic support to staff and pupils, including preparation and maintenance of resources.

To support the school with their Social Media presence and the production of newsletters and other associated marketing materials

The successful candidate will:

- Be able to work well with colleagues and pupils
- Have an understanding of the equipment used in Reprographics
- Have strong moral and ethical principles
- Be flexible, motivated and able to follow instructions and remain calm in difficult circumstances
- Be able to adapt and respond appropriately to challenging situations.
- Be flexible, open to new ideas, committed to working as part of a team and of course have a good sense of humour.
- Act with the utmost integrity at all times.

We can offer the successful candidate:

- An opportunity to work within a welcoming and enthusiastic environment with wonderful children, supportive staff, governors and parents
- Close links and group support from three other schools in this forward thinking Catholic multi-academy trust in this exciting time in our development
- An opportunity to be part of a team of dedicated, talented and hardworking individuals
- Entry into the Local Government Pension Scheme which is one of the most competitive on the market, with employer contributions of 18.5%
- A true commitment to Continuing Professional Development with access to a library of on-line training courses and fully accredited qualifications and opportunities to access other relevant paid training.
- A range of employee benefits which support your well-being that includes:
 - A confidential Employee Assistance Programme which is extended to members of your family
 - A Health Cash Plan which is paid for by the Trust and gives access to a range of benefits which include covering the costs towards optical, dental, alternative therapy treatments, health screening and discounted gym memberships and a large range of retail discounts. Some benefits are also available to family members
 - Flu vaccination clinics
 - Eyecare Vouchers

Prospective candidates are warmly invited to visit the school and meet with a member of the school's senior leadership team. Please contact Nicola Heywood, School Business Manager at nheywood@allsaintscatholiccollege to make arrangements.

If you would like to apply for the position, application packs are available from the Trust's website: <https://www.corpuschristitrust.co.uk/vacancies/>. You should complete the CES Support Staff Application Form and return it by e-mail to recruitment@corpuschristitrust.co.uk. You will need to read the Application Form Notes, Privacy Notice, Job Description, Person Specification and Disclosure Form.

Corpus Christi Catholic Academy Trust is an Equal Opportunities employer and we positively welcome applications from all candidates regardless of age, disability, religion, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, sex and sexual orientation.

Corpus Christi Catholic Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post will be subject to enhanced DBS and barred list checks, satisfactory references, online checka and overseas checks were appropriate and will be exempt from the provisions of the Rehabilitation of Offenders Act 1974. The applicant will be required to safeguard and promote the welfare of children and young people.

Applicants are advised that schools and colleges designated with a religious character in England and Wales are permitted by law to require certain posts to be filled by practising Catholics or individuals who hold a Catholic Certificate in Religious Studies. Where it is not a requirement of the role to be a practising Catholic, applications are invited from individuals committed to supporting the Catholic ethos of the school.

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Please note CVs and agency referrals will not be accepted

ⁱ Please note that whilst the successful candidate will be appointed to a particular school within the Trust, the Trust reserves the right to deploy staff at any of its schools depending on need, where agreement is reached with all parties.