

SHOEBURYNESSE HIGH SCHOOL Reprographics Technician



Location:	Shoeburyness High School
Pay Range/Salary:	Level 5 Point 8 - 12 £24,702 - £26,421 Actual salary £22,076.12 - £23,612.39
Start Date:	As soon as possible
Contract Type:	Permanent
Hours per week:	8am – 4pm Monday to Thursday, Friday 8am – 3.30pm 37 hours per week, term time plus INSET days plus one week
Application Closing date:	2 nd February 2024
Date of Interview:	Week beginning 5 th February 2024

We are seeking to appoint a Reprographics Technician to provide a reprographics and media service to The Trust.

You will be highly organised, efficient, proactive and have exceptional administrative and organisational skills with an eye for detail.

You will take full responsibility of all printing requisitioned through the Papercut system.

You will ensure that all machinery is in good working order. Liaise directly with engineers and manufacturers in the repair and maintenance of machinery.

As part of SECAT we offer excellent CPD opportunities and support through our network of experienced professionals and access to the Local Government Pension Scheme and Benenden Health care. The post represents an exciting opportunity to be part of a vibrant and ambitious School working within the Southend East Community Academy Trust.

Shoeburyness High School is a large, vibrant and diverse secondary school that has an excellent reputation as a warm and supportive environment in which to work and learn. We are a very popular school with families in the local area and beyond and consequently we are heavily oversubscribed.

Our young people deserve the best and if you have very high expectations married with energy and positivity then we would love to hear from you.

If you would like to visit the school, please contact Jill Saunders jsaunders@shoeburyness.secat.co.uk or call 01702 292286 ext 3041.

Please visit www.secat.co.uk to download an application pack and return completed forms to hrhelpdesk@secat.co.uk

A copy of the SECAT Recruitment and Selection Policy and Privacy Notice for Job Applicants can be found in the policies section of the SECAT website (www.secat.co.uk)

We are committed to recruiting and retaining a diverse workforce and encourage and welcome applications from all backgrounds and all parts of the community, particularly people from ethnic minorities who are currently under-represented.

SECAT is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. All appointments are subject to an enhanced DBS check, medical clearance, and satisfactory references.

We are an equal opportunities employer.

SECAT reserve the right to appoint before the closing date.