

Reprographics Officer

Location - Near West Byfleet, Surrey (excellent transport links)

Contract type – 9 hours per week, term-time only (39 weeks)

Hours – 8.30am-1pm, Monday and Tuesday

Contract term – Permanent to start May 2025

Salary - Payscale LPT3, FTE £24,242 (pro rata £5,259 per annum)

We are seeking to appoint an enthusiastic Reprographics Officer to join our highly dedicated Reprographics department. You will be reproducing documents and materials for teachers to use in lessons.

The key duties include organising work requested by teachers, collating and binding reports, laminating materials as required and maintaining records of stock and stationary.

The role is extremely rewarding and no previous experience is needed as full training will be provided. We are seeking candidates with an interest in education and a desire to make a difference. The role is for term-time only and therefore offers the opportunity for real job satisfaction while maintaining some flexibility.

Fullbrook is a successful and highly popular mixed 11-18 Academy classified by Ofsted in March 2022 as “Good”. We have a centralised behaviour system allowing consistent classroom strategies with low impact processes. Our culture is friendly and supportive with a strong commitment to staff wellbeing and development. We have an active social calendar, including end of year trips, staff sporting fixtures and access to a free gym onsite.

As a leading member of the Learning Partners Academy Trust, we work closely with our partner schools to offer unrivalled and fully tailored CPD and excellent opportunities for career development. Membership of the Trust also offers a unique opportunity to share expertise and resources on a broader scale.

If you want to join a team that care deeply about the outcomes of all of their students, please apply using the details below or get in touch to find out more.

Closing date for applications is Monday 3 March 2025

Interviews to be held as soon as possible

Fullbrook is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and demonstrate this commitment.

We want to attract the broadest range of talented people to be part of Learning Partners Academy Trust. We aspire to have a diverse and inclusive workforce and particularly welcome suitably qualified applicants from a wide range of backgrounds to join our trust.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. All successful applicants will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check.