

ST MARY'S CATHOLIC SCHOOL

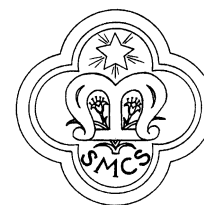
Windhill, Bishop's Stortford, Herts CM23 2NQ

Tel: 01279 654901

Email: headspa@stmarys.net Website: www.stmarys.net

Headteacher: Mr A Celano BSc (Hons) MEd

Voluntary Aided Catholic School with 938 pupils (Sixth Form 163)



We seek and welcome applications from candidates of all faiths and none, though support for our Roman Catholic ethos is required

Full Time Reprographics Technician Term Time Only H2 11 £15,807 + £585 Fringe Pro Rata

Reprographics Technician

Required from September 2017, a pro-active, organised and self motivated person with a creative flair. Operating our photocopying equipment, this role provides a support function to all levels of staff and requires a person with strong communication and inter-personal skills and the ability to work with pace, diligence, and independence in a dedicated reprographics room. Prospective candidates should be technically minded and be capable of working under pressure as required. Previous experience in a similar environment and knowledge of Microsoft Publisher would be an advantage.

The position is school term-time, from 8am – 3pm each day, with a half hour lunch break. Salary is payable on Hay Scale 2 (points 11-14; full time salary £15,807) starting on point 11.

St Mary's Catholic School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. A CRB disclosure is required for all successful applicants.

Candidates should submit an application form together with a letter which clearly states how they would address the responsibilities of the post. An application form and further details can be found at www.stmarys.net in the staff section. Only applications on the school application form can be considered. St Mary's is committed to the equality of opportunity for all applicants.

Closing date: Shortlisting will take place on a rolling basis