



## Reprographics Assistant (temporary post)

- **Part time, 20 hours per week (term time only)**
- **Actual Salary circa £9,750**
- **2% Attendance Bonus**
- **Final Salary Pension**
- **Fitness and Cardio Suite**

Ashcroft Technology Academy (ATA) is seeking to appoint a Reprographics Assistant with a flexible and organised approach to assist the Reprographics Officer in handling a variety of curriculum and media requests within a highly respected and superbly resourced department. This post is initially up until the end of December with the possibility of continuing beyond this time.

The successful candidate will be a proven multi-tasker with enthusiasm, energy and drive together with some experience of working with multi-functional networked copiers in a busy reprographics environment. They must be capable of dealing with all aspects of finishing such as comb binding and laminating for the production of teaching, marketing and display materials. An interest in photography/video would also be desirable. He/she will be responsible for the ordering of stationery consumables for the whole Academy and keeping rechargeable accurate termly purchase and copier usage accounts for each department.

If you would like to be a part of this team, further details and an application form can be downloaded from our website [www.ashcroftacademy.org.uk](http://www.ashcroftacademy.org.uk) or telephone 020 8812 3528. Please complete the application form electronically and email it directly to [recruitment@ashcroftacademy.org.uk](mailto:recruitment@ashcroftacademy.org.uk) to arrive as soon as possible and no later than **noon Friday 22 September 2017**.

All appointments are subject to enhanced DBS clearance. ATA safeguards children and actively promotes their welfare. We expect all staff and volunteers to share this commitment. ATA is an equal opportunities employer and welcomes applications from minority groups and also has full disabled access.