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**REPROGRAPHICS ASSISTANT**

**Part Time, Permanent post to commence ASAP**

# 9.30am-2.00pm Monday-Friday

**Grade 4 (£21,229-£21,565) Pro Rata, Term Time plus Specified Days**

Marden High School is well known for its high academic standards, strong sense of community and very high level of student support.

We wish to appoint a very capable Reprographics Assistant to work in the busy office at Marden High School. The majority of duties will include answering telephone enquiries, filing, photocopying, typing, assisting with events management, the production of in-house publications and general administration. The ability to work quickly, accurately and on your own initiative is essential as is a pleasant manner and excellent keyboard/IT skills.

Potential candidates are welcome to contact Matt Snape, Headteacher, for an informal briefing.

Closing date: 9.00am on Friday 14 February 2025.

Interviews will take place on: Tuesday 18 February 2025

Application packs can be downloaded from our website: [www.mardenhigh.net](http://www.mardenhigh.net)

*Marden High School is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake an enhanced DBS disclosure and a range of other recruitment checks.*