

SOUTHEND HIGH SCHOOL FOR BOYS

ACADEMY GRAMMAR SCHOOL

Prittlewell Chase, Southend-on-Sea, Essex, SS0 0RG

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Website: www.shsb.org.uk



Headteacher: Robin M Bevan MA MEd PhD FRSA FCCT

Reprographics Technician

Required for September 2020

We are a hugely oversubscribed school, complimented by our latest OFSTED inspection on many aspects including our forward vision and academic excellence: *"attitudes to learning and relationships between staff and students are exemplary"*.

An opportunity has arisen for an organised and flexible person to join our reprographics department. The successful candidate must be able to work under pressure in a busy environment, be self-motivated and proactive.

The role involves photocopying, preparing and finishing materials for both staff and students as well as general help with school administration if required.

This is a term time only post working Monday, Thursday and possibly Friday starting at 8am. Hours to be agreed but likely between 16 – 20 hours per week (excluding lunch break).

The starting salary is £9.55 per hour plus holiday pay.

A role profile, person specification and application form are available on the school website – www.shsb.org.uk

The successful applicant will be subject to an enhanced DBS check.

Closing date for applications: 21st August 2020 (although we reserve the right to call early applicants to interview and appoint prior to the closing date)