

02 March 2010

Dear Applicant

REPROGRAPHICS OFFICER

Thank you for your interest in this post. Please find, enclosed, the Job Description and Person Specification for the role of Reprographics Officer. For further information about Mangotsfield School, please visit our website at www.mangotsfieldschool.org.uk. Mangotsfield School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment. Successful candidates will be CRB checked.

We require from April 2010 a Reprographics Officer to provide an efficient reprographic service for the whole school. You should be capable of using your initiative, be able to work on your own and have strong organisational skills. The post is 35 hours per week, Term Time Only plus 2 INSET days, HAY 10 (£13,698 - £15,267 per annum).

The successful candidate will be expected to provide general support to staff and students, including the preparation and maintenance of resources, in particular undertaking a high volume of reprographic work. Applicants should have an excellent working knowledge of Microsoft Word. A good working knowledge of all Microsoft Office packages including Excel, Publisher and Powerpoint would be desirable. The postholder will have the ability to develop this role in support of learning across the school. As an Investor in People, we are committed to furthering the professional development of all our staff.

Please complete the South Gloucestershire application form and, in the space on page 5, please state clearly:-

- (a) The reasons why you have applied at this time.
- (b) Any previous relevant experience
- (c) The knowledge, skills and abilities you possess which are directly relevant.

NB Please note that a CV is not required.

Deadline for receipt of applications is 3.30 pm on Wednesday 10th March 2010. Please note that it is normal practice to take up references from the present/last employer prior to short-listing and your application will not be considered further if you are not willing for this to happen (see page 4 of the application form). Please name 2 professional referees.

Short-listed candidates will be invited for interview week commencing 15th March 2010. Applicants should also note that it is normal practice to interview candidates on the same day and also to make the job offer that day. If you have not heard from us by that date, please assume your application was unsuccessful.

Yours sincerely

Richard Badley
Headteacher