



**Reprographics Administrator**  
**Grade 3 £23,114 to £23,893 pro rata**  
**Actual salary £17,423 to £18,011**  
**Fixed Term for 12 months from 2<sup>nd</sup> September 2024**  
**Term Time Only – 32.5 hours per week**

Pittville School is looking for a Reprographics Administrator to work in our highly successful administrative team. The role will contribute to the efficient operation of the reprographics provision at the school supporting all aspects of the school curriculum and student's requirements. You will also provide general administrative support to the school under the instruction of the Business Manager and to assist in the efficient running of the school.

The job description has detailed duties and person specification details.

Please complete an application form which is available for downloading from our website <https://www.pittville.gloucs.sch.uk/vacancies/> or by emailing [jobs@pittville.gloucs.sch.uk](mailto:jobs@pittville.gloucs.sch.uk).

The closing date is 9<sup>th</sup> August 2024  
Interview date to be confirmed.

This position is due to commence on 2<sup>nd</sup> September 2024

Pittville School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. Offers of appointment are subject to satisfactory references and DBS clearance. It is an offence to apply for the role if you are barred from engaging in regulated activity relating to children.