

REPROGRAPHICS ASSISTANT



Langley Park School for Boys

Headteacher - Ms S Munday BA (Hons), PGCE, MA, NPQH

South Eden Park Road Beckenham Kent BR3 3BP

Educating the whole child. Ambitious for every child.

020 8639 4700 office@lpsb.org.uk www.lpsb.org.uk

Required: February 2026 - Term time only role plus INSET Days as required (39 weeks per year)

10 HOURS PER WEEK NJC Scale 3, Point 5 £6,991 (FTE £29,436)

Langley Park School for Boys is an exceptional school that ensures excellent academic outcomes for our students. We are a large, inclusive, over-subscribed, 11-18 school with a co-educational Sixth Form. We consistently achieve high academic success, whilst maintaining a commitment to educating the 'whole child' through the promotion of sport and the arts as part of a well-rounded curriculum.

We are part of Impact Multi Academy Trust, and we work closely within the Trust with our other four secondary schools and our three primary schools.

We are looking to appoint an enthusiastic Reprographics Assistant to support our teaching and support colleagues in a high performing school. This is a permanent, part-time role for 10 hours per week across a minimum of four days per week. There is some flexibility as to when these hours are carried out and can be discussed further at interview stage. This role would commence in February 2026 (exact date TBC)

The main duties are listed below. For the successful candidate, training will be provided:

- Liaising between managers/ teaching staff and students
- Providing timely, accurate management information when required regarding service usage and potential etc for a variety of purposes including ensuring the accurate recharging to departments of costs incurred
- Operating the relevant reprographics equipment
- Prioritising jobs and organise large production runs
- Liaising with suppliers for resources and maintenance contracts
- Monitoring and manage stock within an agreed budget
- Undertaking the training of other staff in the use of the equipment
- Participating in training and other learning activities and performance development as required
- Printing for Langley Park Primary School Half termly and Termly (if required)
- Topping up teachers' credit regularly on papercut as they run out of their £75.00 Credit
- Completing Reprographics monthly accounts

What we have to offer you:

- State of the art building and facilities
- Committed and hardworking students
- Ongoing professional development and training
- A friendly and supportive working environment
- Opportunities for collaboration with other schools within our Trust
- Free access to a confidential 24/7 Employee Assistance Programme (EAP) provided through Health Assured

We are committed to equality of opportunity for all of our staff.

Langley Park School for Boys is committed to safeguarding and promoting the welfare of children and young people and expects staff to share this commitment. All appointments are subject to satisfactory references, Disclosure & Barring Service (DBS) Enhanced Disclosure Certificate and other checks.

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For an application pack please click [here](#).

Please direct any questions to Tom Chivers, Data Manager: tchivers@lpsb.org.uk

Closing date for applications: Monday 9th February 2026 at midday

