



Working at Lawrence Sheriff School



REPROGRAPHICS ASSISTANT

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Fixed term maternity cover – Part time

15 – 20 hours per week, Monday – Friday, 39 weeks per year (term time and training days)

Scale C (Points 3 – 4): £8,685.00 – £11,580.00 per year based on 15 hours per week,
£8,821.25 – £11,761.67 per year based on 20 hours per week
(£24,796 – £25,185 FTE) - pay award pending

Required from mid-June 2026 until June 2027

'This school is a truly special place. Pupils flourish here' Ofsted March 2022.

Is your perception that, as a boys' grammar school, we will be overly traditional and elitist? Think again! If you want to become part of a calm and happy school community then Lawrence Sheriff may well be the place for you!

Lawrence Sheriff School is an outstanding boys' grammar school of approximately 1200 students, around 450 of whom are in our coeducational sixth form. As a National Teaching School, we have played a significant role in initial teacher training and continuous professional development across the region. Our Teaching School Hub status also enables us to offer all staff varied and interesting opportunities to enhance their practice.

We are looking for a committed and dynamic colleague to provide maternity cover for our reprographics department. The role will involve a range of duties including photocopying, scanning, binding of documents, monitoring of reprographics supplies and other clerical duties. A minimum number of hours will be required each week with additional hours to be worked in accordance with work volume.

If you are unable to offer the full hours or duration of the maternity cover, please provide details of what you can offer as we will consider a job share.

The successful candidate will be IT literate with excellent interpersonal skills. They must be able to work on their own initiative and have the ability to prioritise their workload.

For further information please contact the Personnel department: Tel: 01788 843700, Email: recruitment@lawrencesheriffschool.com

Closing date for applications:

09.00 am on Monday 8 June 2026

*Lawrence Sheriff School is committed to safeguarding and promoting the welfare of children.
The successful applicant will be required to undertake an Enhanced DBS check.*



REPROGRAPHICS ASSISTANT

JOB DESCRIPTION

Line Manager: PA to the Senior Leadership Team

Salary: Scale C, points 3 - 4 (£24,796 – £25,185 FTE)

The appointed candidate will be placed on the starting point of the pay scale, with annual increments awarded until the top of the scale is reached.

Hours of work: 15 – 20 hours per week, 39 weeks per year (term time and training days)

A minimum number of hours will be required each week with additional hours to be worked in accordance with work volume.

Post Objectives

The post is to provide an efficient photocopying, printing and print finishing within the reprographics office. You will also be required to assist with occasional administrative and clerical duties. Good ICT skills are essential.

Note: This is a broad description of the types of duties/activities expected at this level, for illustrative purposes. This is not intended to provide an exhaustive list of duties.

Safeguarding and Confidentiality

All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school's Child Protection and Safeguarding Policy and Staff Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

All staff are required to obtain an Enhanced Disclosure and Barring Service check (DBS check) on appointment and will undergo induction and child protection training, with regular updating.



Responsibilities

Main Duties

- Photocopying, printing, scanning, binding, laminating
- Arrange for service engineers to sort out any machine breakdown/fault
- Maintain stocks of paper and other reprographic materials
- Assist staff in the design and development of general and curriculum materials such as brochures, handouts posters, booklets etc. as requested through use of the school's reprographics equipment
- Record work undertaken by the reprographics department to ensure accurate internal monitoring

General Duties

- Attend required meetings and training sessions
- Support safeguarding and child protection measures and promote the welfare of students
- Follow school policies, practices and procedures
- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy
- Promote the school's eco-agenda and ensure all work is carried out with a view to reducing waste and protecting our environment
- Complete all tasks to the highest possible standard
- Be punctual and discreet
- Work on own initiative
- Report any issues or incidents to your appropriate supervisor
- Undertake any other duties/reasonable tasks that are within the spirit and the scope of the job purpose and its grading and as directed by the Headteacher
- Maintain confidentiality regarding matters relating to staff, students and other information related to the operation of the school

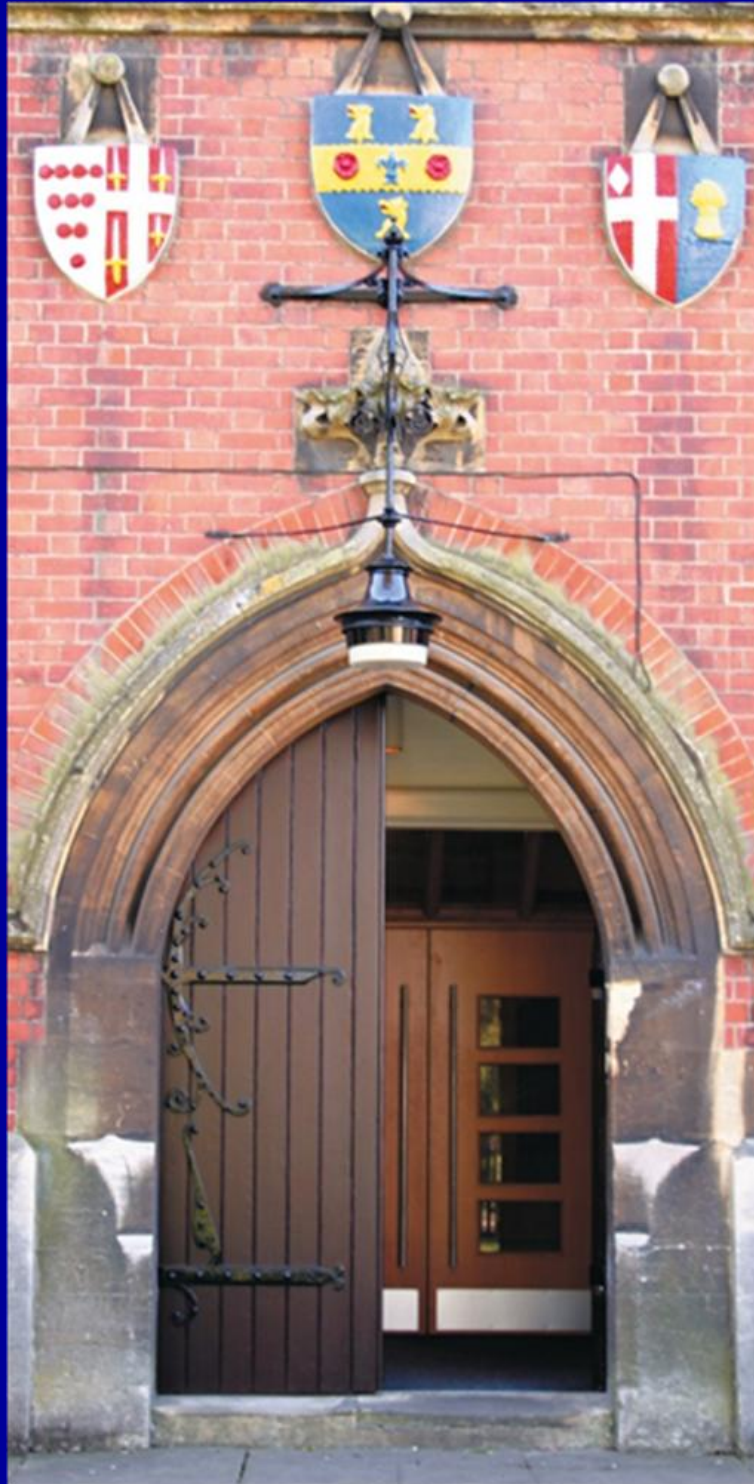
The above list is not a definitive guide to the duties associated with the post. The post holder will have the opportunity to develop the role and take on new challenges and is suitable for someone looking to develop their career within a busy school environment.



REPROGRAPHICS ASSISTANT PERSON SPECIFICATION

	<u>Essential</u>	<u>Desirable</u>
Qualifications	A good general education, including English and Mathematics	
Experience	Possess good IT skills	Experience of working in a school environment Working in a busy office environment Working knowledge of Microsoft Office
Skills and Aptitudes	Ability to prioritise workload and job requests, particularly during busy periods Ability to work both independently and as part of a team Ability to maintain confidentiality An effective communicator with good written and spoken English Good organisational skills Good time management skills	
Personal Qualities	Good written and verbal communication skills Flexible Discreet Organised Reliable	





**Lawrence Sheriff School opens doors
for both students and staff.**

Why not join us?



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