



REPROGRAPHICS OFFICER

Term Time + 5 Additional Days + Inset Days
35 hours per week – 8am to 4pm
DGS 5 £19,022 - £19,947 pro rata (£22,595 - £23,693 fte)
Start: July 2024

We require an enthusiastic, committed, and organised Reprographics Officer to join our 'Outstanding' school. The position is term-time plus an additional 5 days, plus inset days.

We are keen to hear from you if you:

- Can follow procedures and protocols thoroughly and methodically;
- Are able to work under pressure;
- Have an enthusiasm for working in an educational environment;
- Possess excellent communication and presentation skills.

You will need excellent customer service skills and be able to relate well to both staff and students. This is a fantastic opportunity to implement and develop your skills. Training will be provided during the handover.

For further details and an application form, please contact the HR Manager, Mrs M Bexley:
Telephone: 01322 223039 Ext 146; Email: mbexley@dartfordgrammarschool.org.uk

Please apply by letter with a completed application form to the Headmaster, Mr J C Metcalf, Dartford Grammar School, West Hill, Dartford, Kent DA1 2HW.

Start date: July 2024
Closing date: 15 April 2024
Interviews: TBC
(The school may interview early in the case of an exceptional candidate)

Dartford Grammar School is a selective secondary academy for boys, which admits girls to its sixth form. There are six forms of entry to Year 7, and all of the students joining the school are from the top 25% of the ability range. The current roll is 1,535, including 618 in the sixth form.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.