



Tunbridge Wells Girls' Grammar School

# Reprographics Technician

Information for Candidates

Start: from mid June 2025



# Welcome from the Headteacher

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TWGGS is a forward-looking school embracing traditional values. We aim to provide pupils with a full and balanced education for life within a caring environment. Our consistent and outstanding academic record demonstrates this but, more importantly, reflects the commitment and qualification of our teachers supported by the hard work and determination of our pupils.

“The school has exceptionally high expectations of all pupils, which they consistently meet. Across the curriculum, pupils keenly engage in challenging subject content. Staff foster a love of each subject so that all pupils thrive in their phase and are well prepared for their next stages of learning. As a result, pupils enjoy school. They excel academically and flourish as well-rounded individuals.”

Ofsted, September 2023

“Working together towards high standards is part of the school ethos which encourages every pupil to achieve their full potential in public examinations, sports and artistic, cultural and community pursuits. The special, successful community in which these activities take place allows pupils to feel supported, happy and safe, and it is one which we feel very privileged to be a part of. We look forward to welcoming you to TWGGS.”

Katie Marchant, Headteacher

## The confidence to achieve your full potential

The motto of our school has long been 'Give your best' and it is an approach that we encourage our pupils to take in everything that they do. We believe our environment of mutual respect affords every member of the TWGGS community the confidence to achieve their full potential in all aspects of school life. Our approaches to teaching and learning support the individual needs of pupils, while we are sensitive and responsive to the wellbeing of every child.

- **Community**

Achievements and contributions are valued and celebrated in all areas, both in and out of school, encouraging our pupils to succeed in public examinations, sports, and artistic, cultural and community pursuits. We believe that parents and carers are key partners in nurturing our pupils and aiming for this success and we involve them at every stage. By participating in our extensive programme of enrichment beyond the classroom, each pupil is encouraged to enjoy the pleasure and rewards which come from the activities themselves and from the sense of community that they engender.

- **Challenge**

We have very high expectations of all members of the school community. Our pupils enter the doors with high baselines and, as a grammar school, we encourage them to push themselves to achieve their true potential. Our staff prepare challenging lessons, and content is constantly refreshed to remain contemporary. Throughout their time at TWGGS, we prepare young people for life beyond school, equipping them with the skills to become self-assured, engaged and responsible members of society, in a challenging and competitive world.

- **Character**

We value the individual and ensure that all pupils are catered for. Working together towards high standards is part of the school ethos and values, and we balance these high expectations with warmth and support. The wellbeing of all is at the heart of our approach, allowing pupils to feel respected, included, secure and, above all, happy. With happiness comes the self-confidence to strive and achieve, both academically and personally.

## Reprographics Technician

KSC (£25,252- £26,262) FTE 0.8209

Pro rata salary £20,729 - £21,558

35 hours per week, term time only (38 weeks p.a including INSET Days. Plus up to 10 days annually during the Easter and Summer holiday p.a. plus inset days).

Monday - Friday 7.30-3.00 or 8.00-3.30

### Job Purpose

To provide reprographic support to teaching and administration staff

### Main Duties and Responsibilities

- Copying and scanning of teaching materials and examination papers to a high standard and in the most economical manner possible
- Ensuring that printed teaching/exam materials are produced as per SEND requirements (including coloured paper, font changes, font sizes, Google Slides handouts)
- Copying letters, papers and publicity materials for administration staff
- Ensuring that all reprographic machines are maintained in a clean, functional manner, liaising with maintenance contractors, when required, for service and repair
- Maintaining records of usage of all reprographic machines and authorising invoices for payment
- Ensuring that adequate stocks of paper and other necessary materials are maintained in school
- Researching and making recommendations for new reprographics related purchases
- Monitoring display boards and assisting departments where required
- Mounting work/resources to use in corridor and classroom displays
- Ensure that mounts and displays are kept in good condition and current
- Assisting with general updates and additional displays required for Open Evenings and other events
- To ensure that all printed materials comply with copyright laws and school policies

## Experience & Skills Required

- Strong knowledge of reprographic resources and processes
- Good level of IT literacy
- Good verbal communication
- An eye for detail
- Ability to prioritise
- Able to work proactively and independently
- Flexibility

Additional training will be provided as appropriate.

## Benefits of working at TWGGS

- Local government pension scheme
- Access to training and development
- Discounts with local and national retailers, cinemas and restaurants
- Free tea and coffee
- On site parking
- Health Assured Employee Assistance Programme - wellbeing and advice
- Cycle to work scheme
- Free lunch for parents' evenings and on your birthday
- From 2026-27 admissions, 'Daughters of staff' is category 5 of our admissions criteria - daughters of permanent members of staff (minimum 0.5FTE) who have passed the Kent Test, with the staff member having at least two years' service at the time of application for admission is made or if the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage

TWGGS is a diverse and inclusive school and we aim to recruit talented individuals from all backgrounds who add value to our pupils and who share our vision and ethos. We are committed to safeguarding and promoting the welfare of children. As such, the successful applicant will be required to undertake a criminal record check via the Disclosure and Barring Service (DBS).

- At least one member of each interview panel will have completed Safer Recruitment Training and understanding of child safeguarding will be asked at every interview.
- References will be taken up at the selection stage and an enhanced DBS is required for all applicants.
- We will also carry out online searches for all shortlisted candidates related to suitability to work with children.



# How to apply

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The closing date for applications is **Wednesday 14 May**

Interviews will be held from **Monday 19 May**

Application forms should be completed in full and applicants should directly address the skills and experience outlined in the person specification. Please do not send a CV.

Further information about TWGGS and an application form can be found on our [website](#).

Please contact Mrs Michelle Clarke, Headteacher's PA at [admin@twggs.kent.sch.uk](mailto:admin@twggs.kent.sch.uk) for further information.

We reserve the right to interview ahead of deadline for a suitable candidate and encourage early application.



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