

# REPROGRAPHICS TECHNICIAN

32.5 hours per week, term time only plus one week  
PCD3 (£18,562 - £18,933 equivalent to £9.62 per hour, pro rata)

Cockermouth School Academy is a high performing, truly comprehensive school located in a beautiful part of the country on the edge of the Lake District National Park, and is in the heart of its community.

We have a vacancy for a Reprographics Technician to start as soon as possible. Hours worked will be 07:30 to 14:30 Monday to Friday, with a 30 minute lunch break each day, for 39 weeks of the year.

Duties will primarily include routine photocopying to produce support materials for lessons, printing booklets, binding, laminating, advising staff on the most efficient and effective use of materials and equipment, and managing stock. Full training will be given. As time allows, support will be given to the Administration team with a range of routine tasks. There may be an opportunity to develop the role into more creative design support to the school for the right applicant.

This is a very busy department and the successful candidate will need to be able to work under pressure, to very strict deadlines and have excellent communication skills.

A completed application form (available on the school website [www.cockermouthschool.org](http://www.cockermouthschool.org)) and covering letter should be returned to Mrs S Cameron, Admin Manager by 9.00am on Monday 12 October 2020.

Cockermouth School is committed to safeguarding and promoting the welfare and well-being of students, engages with young people and staff on policy and practice developments, proactively encourages feedback and expects all staff and volunteers to share this commitment.

Cockermouth School is a Safeguarding School. The successful applicant will be subject to appropriate checks and undertake an enhanced DBS and where appropriate to the post, a requirement to complete a Childcare Disqualification declaration.

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Headteacher  
Dr R P Petrie

Castlegate Drive  
Cockermouth  
Cumbria  
CA13 9HF

Completed  
Application Forms  
should be returned to:  
**Susan Cameron,**  
Admin Manager

Closing date:  
**09:00 on Monday 12  
October 2020**

Applicants will be considered on the basis of suitability regardless of sex, race, marital status or disability.

Disabled applicants who meet the essential criteria will be interviewed.