

Resources Assistant

14 hours per week
Thursday and Friday, 8.00 am – 3.00 pm
Term time plus 2 days in the summer holiday
NJC Scale 1, (range 10 to 11) £15,613 - £15,807 FTE
Actual salary £5,052 - £5,115 per annum

The school requires a new member of staff to join this friendly secondary school in the Reprographics Department.

This role will involve:

- Prioritising and completing the photocopying requirements of staff
- Producing booklets, binding and laminating
- Ordering paper supplies for the whole of the school.

The successful candidate will have good administrative skills, be able to work methodically and use their own initiative in this busy but exciting role. Experience working with photocopiers would be preferable, but training will be given.

For further information and an application form, please visit the school website; 'Vacancies' page or contact Carolyn Robinson, Office Manager. E-mail crobinson@bishopstopford.com

Please return completed application forms to Carolyn Robinson by e-mail or post to the address below.

Address: Bishop Stopford School, Headlands, Kettering, Northants, NN15 6BJ

Telephone: 01536 359418

Website: www.bishopstopford.com

Deadline: 3.30pm on Wednesday, 24th January

Interviews: Tuesday, 30th January 2018

We are committed to safeguarding and promoting the welfare of children and the successful candidates will require an enhanced DBS check.

