



POOLE
GRAMMAR
SCHOOL



APPLICATION FORM

REPROGRAPHICS ASSISTANT

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SCHOOL

Gravel Hill, Poole, Dorset, BH17 9JU
01202 692132
www.poolegrammar.com
Headteacher: Mrs K Etheridge

For: REPROGRAPHICS ASSISTANT

Start date: as soon as possible

Salary: Grade B, Point 4 £25,185FTE

In this role, the post holder will be responsible to the Library Manager.

Actual annual salary: Grade B, point 4 - £5,828

Hours: 10 hours per week, Monday to Friday

Working weeks: 39 (term-time only)

Paid weeks: 44.65 (includes holiday pay)

Health, safety and safeguarding

The post holder will be expected to:

- fully abide by the School's Safeguarding Policy.
- fully abide by the staff Code of Conduct and any applicable Health & Safety, Cybersecurity, Data Protection and Risk Management policies.

Main responsibilities and duties

The post holder must:

- ensure the timely completion of reprographics tasks such as printing, laminating, binding, etc within the standard 48-hour turnaround time.
- liaise with the Network Manager regarding operating supplies for the Reprographics printers.
- maintain the effective operation of equipment by liaising with the Network Manager to log repair and service requests from the supplier when required.
- manage the central stock of printer paper and order through the Finance Department as necessary.

Skills and qualifications

- No formal qualifications required.
- Experience and knowledge of working with reprographic equipment would be desired.

General

This job description is specific to the post of Reprographics Assistant. This job description is current at the date shown below but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the job title.

Prepared by: Hayley Yeo, HR Manager

Date: April 2026



PERSON SPECIFICATION



Experience

- Experience and knowledge of working with reprographics equipment (DESIRED)
 - Experience of working in an education or office environment (DESIRED)
- Method of assessment: Application Form, Interview, References*

Qualifications

- Five GCSEs with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience (DESIRABLE)
- Method of assessment: Application Form, Certificates, Interview*

Aptitudes and abilities

- Ability to handle confidential information with discretion (ESSENTIAL)
 - Good organisational skills (ESSENTIAL)
 - An eye for detail (ESSENTIAL)
- Method of assessment: Application Form, Interview, References*

Knowledge, attitude and motivation

- Knowledge of the School's Behaviour and Management policies (DESIRABLE)
 - Knowledge of the School's fire and emergency procedures (DESIRABLE)
 - Knowledge of child safeguarding procedures (ESSENTIAL)
 - Self-motivated (ESSENTIAL)
 - Adaptive approach to different learning environments (ESSENTIAL)
- Method of assessment: Application Form, Interview, References*

Other factors

- Commitment to Equal Opportunities (ESSENTIAL)
 - Enhanced DBS check (ESSENTIAL)
- Method of assessment: Application Form, Interview, References, DBS process*



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APPLICATION PROCEDURE



What you need to do

Please visit www.poolegrammar.com/work-for-us and complete the online application form. Once submitted, you will receive an acknowledgement email.

CVs will be accepted in addition to the above but will not be accepted on their own.

Online application forms are preferred but PDF and Word versions of the application form can be requested from the HR Department by emailing: pgshrdept@poolegrammar.com

Please note, if you use the PDF application form and are using an Apple Mac, please make sure that this is not completed in Preview mode, as it will not save correctly.

If you have any questions regarding the application process or have not received your acknowledgment email, please contact the HR Department on the above email address.

Dates

Closing date for applications: **17th May 2026**

Interviews: week commencing: **18th May 2026**

Safeguarding and equal opportunities

Poole Grammar School is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to complete an enhanced DBS application.

Poole Grammar School also promotes equal opportunities for its workforce.

We look forward to receiving your application.

With thanks,

Katie Etheridge, Headteacher
April 2026