

St Richard's Catholic College
A High Performing Specialist Science College

Ashdown Road, Bexhill on Sea

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www.strichardscc.com



Reprographics Technician/First Aider
Single Status Grade 4 or Grade 5

An exciting opportunity to join an exceptional school community

The Governors are seeking to appoint a Reprographics Technician who will be responsible for providing an effective and efficient service supporting departments with various printing resources. The successful candidate will also lead First Aid provision and provide administrative support where required.

You should have up-to-date IT skills and be willing to train to be a First Aider.

We are looking for somebody who is able to communicate effectively at all levels and has experience of using Google Suite and Microsoft packages. Previous experience in a school setting and the ability to use SIMS would be an advantage.

All details are available on the website.

Closing date: Wednesday, 6th September 2023, however, we encourage you to apply as soon as possible as we may interview on receipt of applications rather than await the closing date.

St Richard's is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment.