



RESOURCES / REPROGRAPHIC ASSISTANT
to cover maternity leave
Hours negotiable (term time only)

Salary WSCC Grade 3 (point 11) £8.82 per hour

The Governors are looking to appoint a positive and hardworking individual to support the school's Resources Department. A busy department at the hub of school, providing reprographic and administrative support for the teaching staff. The successful applicant will be involved in the production of high quality printing and resources. Some knowledge of Microsoft Office would be desirable.

The school is an equal opportunity employer and supports the safeguarding and protection of children and individuals. This post is subject to a DBS Enhanced Disclosure.

Visit www.sphcs.co.uk for an application form and further details. Email applications to Jacqui Inglis at jinglis@sphcs.co.uk or send to school address.

Closing date for applications:
Interviews:

9am on Wednesday 23 January 2019
w/c 28 January 2019



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