



RECEPTIONIST / REPROGRAPHICS TECHNICIAN

To support the School by providing a warm welcome to all. Dealing with telephone and face to face enquiries in an efficient and professional manner and providing a full reprographics service to students and staff and helping to promote a positive image of the school through the production of professional documents for both internal and external use under the instruction of the Deputy Principal / Director of Finance and Operations and to assist in the efficient running of the School.

- To contribute to the overall vision and ethos of the school by ensuring the best standards possible for pupils and staff.
- To be an ambassador for the school when meeting parents and other visitors and to act as the first point of reference

We are a school with pupils from the age of 2 up to 18, a small proportion of which are from overseas. We are a wonderfully diverse community, truly reflecting our surrounding population.

This is a term time (181 days) role of 35 hours per week working 09:00am to 12:30pm as a Reprographics Technician and 13:30pm to 17:00pm as a Receptionist plus 3 additional weeks in the school holidays. The salary will be £16,060 per annum pro rata of £18,234 per annum.

If you wish to be considered for the vacancy, please visit our website:
<https://www.ohgs.co.uk/why-ohgs/staff-vacancies/> for an application pack.

Completed applications must be emailed to hr@ohgs.co.uk or posted to the HR department, Oldham Hulme Grammar School, Chamber Road, Oldham OL8 4BX.

Closing date for applications is 09:00am on Monday 16 May 2022.
Interviews will take place on Wednesday 18 May 2022

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to an Enhanced DBS check.

*Oldham Hulme Grammar School is a Company Limited by Guarantee Registered Number 6125937.
Registered Charity No. 526636*