**Copleston High School, Ipswich, Suffolk**

1827 students (includes 318 in the Sixth Form)

Principal: Mr A Green

**Reprographics & Marketing Technician**

**£24,404 - £25,183 per annum**

**37 hours per week, 52 weeks per year**

**Permanent**

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Copleston High School is a popular 11-18 mixed comprehensive noted for its caring and disciplined atmosphere. It was judged as a ‘good school ‘by Ofsted in December 2023. As a school we are committed to raising standards of learning and teaching within all subject areas. Applicants will be impressed by the behaviour, ethos and outcomes of students across the school.

Required as soon as possible, a Reprographics & Marketing Technician to join the busy central facility within the School.

The Reprographics & Marketing Department is a widely used school facility that prides itself on creating, maintaining and producing high quality printed material and display work for the school. The position encompasses two key areas of activity, the main element being reprographic printing and finishing. You will also be required to assist the ICT Systems Manager in the production and display of large format posters and other display material to enhance the schools learning environment.

Applications are welcome from individuals who have experience in at least one of the above areas, and who can demonstrate a good working knowledge of current reprographic processes and procedures.

Application packs are available from the School website: www.copleston.suffolk.sch.uk or by phoning the school office on 01473 277250.

An application pack and form can be downloaded from [www.copleston.suffolk.sch.uk](http://www.copleston.suffolk.sch.uk) or by contacting the HR Team on 01473 277250. Completed applications should be emailed to [applications@copleston.suffolk.sch.uk](mailto:applications@copleston.suffolk.sch.uk). CVs are not accepted.

**Closing date: Monday 7th October 2024**

**Interview date: to be confirmed**

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**‘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’**