

**FOREST HILL SCHOOL**  
**A SPECIALIST SCHOOL IN THE PERFORMING ARTS**

Dacres Road Forest Hill London SE23 2XN

Roll 1370: Boys 11-16, Mixed 16-19

Tel: 020 8699 9343

[www.foresthillschool.co.uk](http://www.foresthillschool.co.uk)



**Resources & Reprographics Assistant**

**Required immediately**

**Salary range: Scale 3, Spine Point 15-17 (£21,430 - £22,083 p.a. pro rata)**

**(Actual salary approx. £18,284 – £18,841)**

**39 weeks per year, Term Time Only**

**Monday to Friday, 8am – 4pm, 35 hours per week**

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We wish to appoint a highly organised Resources and Reprographics assistant to effectively manage our reprographic services and to support our commitment to academic excellence and helping every child succeed. The successful candidate will provide our staff and students with a range of services, including maintenance (e.g. photocopy machine, media resources).

Forest Hill is a popular 11-19 school which exists to serve the local community through innovative teaching and a broad and comprehensive curriculum offer, including a strong focus on the Performing Arts. Our joint Sixth Form SFH6 consistently achieves higher than national grades and has been judged to be good by Ofsted (Dec 2017).

You will need:

- Excellent IT skills, experience of design and photo editing software is useful
- To form good working relationships with contractors
- Have excellent organisational skills and ability to manage time effectively
- To meet relevant deadlines with regards to quality assurance
- To enjoy working as part of a team and with young people

In return we can offer you:

- A thriving and vibrant school with high aspirations for all
- Students who enjoy school and are actively engaged in their learning
- An opportunity to develop the role to provide innovative solutions for the future

Please visit our website at [www.foresthillschool.co.uk](http://www.foresthillschool.co.uk) for more information and to make direct online applications, which must be returned to [vacancies@foresthillschool.co.uk](mailto:vacancies@foresthillschool.co.uk).

Only applications that are submitted on the Lewisham Support Staff application form will be considered. No CVs or agencies please.

Closing date for applications is **Tuesday 4<sup>th</sup> June 2019**. Interviews will be held the same week.

### **Safeguarding Statement**

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

This post is exempt from the Rehabilitation of Offenders Act (1974) and is subject to an Enhanced DBS check.

### **Equal Opportunities Statement**

Forest Hill School is an equal opportunities employer. We welcome applications from all members of the community, regardless of gender, age, marital status, disability, ethnicity, religion, belief or sexual orientation.