



Job Vacancy

Reprographics Assistant (term-time position)

Hours of work: 30 hours per week, typically Monday to Friday, 9.00 am to 3.30 pm (start and finish times can be adjusted to suit the needs of the successful applicant), term time only, plus enrolment week, plus ten additional days to be worked during the College holidays as and when required (41 weeks in total).

Contract type: Permanent

Start date: As soon as possible

Salary: The salary for this post will be within the range 3 - 6 of the pay spine for Support Staff, which is currently £18,593.00 – £19,719.00 pa (reduced pro rata to £13,584.43 - £14,407.11 pa in accordance with the part-time, term-time contract).

Located on an attractive campus close to Huddersfield town centre, adjacent to the picturesque Greenhead Park and an easy commute from much of the North West and Yorkshire, Greenhead College has been providing the highest quality academic Sixth Form College education in the area for over 40 years.

Greenhead College is an outstandingly successful Sixth Form College with 2,800 16-19 year old students following advanced level courses. The College has a long history of exceptional examination results and sits near the top of the national sixth-form college performance tables, meaning it is one of the very best in the country.

We are very proud of our students' achievements and we have a strong ethos of ambition and aspiration which runs through all aspects of College life. The philosophy of the College is based on the understanding that each student is to be valued as an individual. The College is heavily over-subscribed; there are almost double the number of applicants as there are places to accommodate them.

The College is a great place to work, with a warm, inclusive atmosphere between all staff and students. The staff are recognised for their hard work and the College offer a wide range of employee benefits such as free onsite staff carpark, generous holiday entitlement, a significantly enhanced occupational pension scheme, free use of the College gym, cycle to work scheme, plus many more.

The College wishes to appoint a Reprographics Assistant to provide a high quality and effective reprographics service, including the production, presentation and distribution of documentation.

Applications are invited from individuals who are highly organised, have great communication skills and can demonstrate a high level of accuracy and attention to detail.

The full list of criteria required for this role can be found within the job description and person specification. Please indicate how you meet these when completing your application.

If you are interested in this vacancy, please visit the College website www.greenhead.ac.uk/vacancies to complete and submit the following documents:

- Greenhead College application form;
- Equality and Diversity form;
- A supporting letter of application, with CV, if you consider it useful.

All applications should be submitted to Jen Rothery, Human Resources Advisor, as an email attachment to jobs@greenhead.ac.uk

The closing date for applications is Thursday, 20 October 2022 and interviews will be held shortly after.

If you apply and are unsuccessful in being called to interview, can we thank you in advance for your time and trouble in making this application. Due to time constraints it would be impossible to respond to everyone individually - we hope that you will understand.

Greenhead College is committed to safeguarding the welfare of all of its students and staff. The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to safer recruitment checks, including an enhanced DBS check and satisfactory references. This position is working in regulated activity and therefore exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to self-disclose particular criminal convictions should they be shortlisted for interview. Further details can be found within the DBS filtering guide at <https://www.gov.uk/government/publications/dbs-filtering-guidance>

Greenhead College is committed to Diversity and Inclusion and welcomes applications from all sections of the community.