



# Park Hall Academy

## Part of the Arden Multi Academy Trust



Park Hall Academy is a fantastic school, embedded in the Castle Bromwich community. We are the highest performing school in the area with a positive atmosphere and ethos that is unparalleled. As part of the Arden Multi Academy Trust there is the opportunity for exceptional training and the sharing of knowledge and ideas. Situated minutes from Junction 5 of the M6 and Junction 7 of the M42, we are ideally located for easy access too.

## Reprographics Technician and Office Support

### To start as soon as possible

Salary Scale B – SCP3 £20,597 to SCP5 £21,251 Actual salary

Full Term time + 5 inset days

We are seeking to appoint a dynamic Reprographics Technician and Office Support to manage the reprographics area of the school. You will be highly organised, efficient, proactive and have excellent administrative and organisational skills with an eye for detail.

You will also possess good ICT skills with the ability to multi-task between Reprographics and the office and work to tight deadlines.

Come and visit us – you will not be disappointed. Why not come and have a look around and an informal chat. To arrange a visit, please contact Hannah Knowles, PA to Associate Headteacher on 0121 748 0423 or email: [recruitment@parkhall.org](mailto:recruitment@parkhall.org)

Exceptional candidates may be interviewed prior to the closing date. The Arden Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment.

If you would like to join an Academy where the future is set to be an impressive one, please visit my new term <https://mynewterm.com/school/Park-Hall-Academy/135971>. Please include a supporting statement of no more than one side of A4 outlining how your experience, knowledge, skills and abilities equip you for the post and how they meet the requirements of the Personal Specification.

**Closing date: 17<sup>th</sup> January 2024 @ 10am**

**Interview date: 22<sup>nd</sup> January 2024**