



CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

Required: As soon as Possible

REPROGRAPHICS CO-ORDINATOR

Salary Grade 5, 30 hours per week term time plus 1 week (40.2 weeks)

(flexibility may be required to manage the fluctuating workload of the reprographics service)

£27,274 – £28,153 Full Time Equivalent

Part Time actual paid salary payment £19,691 – £20,325

We are seeking to appoint an experienced and organized Reprographics Co-ordinator to join our Business Services Team. This is a fantastic opportunity to play a key role in supporting our school community, ensuring staff and students have the resources that they need to succeed.

As Reprographics Co-ordinator, you will be at the heart of the academy's operations, delivering a reliable and efficient printing service whilst contributing to the smooth running of administrative processes across the school. As this is a fast-paced position, previous experience in reprographics is required.

Key responsibilities:

- Manage all printing and photocopying needs for the school.
- Report and coordinate repairs for photocopiers across the school site.
- Maintain stocks of paper and supplies to ensure seamless service for all printing locations.
- Provide alternative finishing services, including laminating, booklets and design support for signage, posters and marketing materials.
- Assist with the layout and production of key materials, including brochures, event programmes, tickets, marketing materials etc.
- Support colleagues within the Business Services Team with administrative duties.

The successful candidate will have:

- Strong organizational and time-management skills.
- Excellent attention to detail and accuracy.
- Good communication and teamwork abilities.
- Proactive approach to problem-solving and process improvement.
- Experience using printing/ reprographics equipment.
- The agility to respond to unplanned tasks, using their own initiative.

We are looking for someone who is dedicated and hard-working and will put the needs of our students and the smooth running of the academy at the heart of what they do.

Cannock Chase High School is an 11-19 state funded comprehensive school with Academy Status and approximately 1,200 students on roll. We have been judged as 'good' by Ofsted in our latest inspection. Our school has a relentless focus on the highest standards of academic achievement, personal development and equality of opportunity. In everything we do, we are dedicated to reaching our school goal: 'Achievement for All'.

Once candidates have been notified that they have been invited for interview, references will then be requested.

How to apply

Please refer to the following documentation available from the school website www.cannockchasehigh.com/Jobs-at-CCHS, when completing an application for this post:

- Application Guidance Notes;
- Job Description and Person Specification.

All applications must be made on the School Application Form available from the school website, CVs are not acceptable, and a Letter of Application (of no more than two sides of A4), outlining how your skills and experience to date meet the requirements of this post. Completed applications are to be e-mailed to Iain Turnbull, Headteacher, at headteacher@cannockchasehigh.com.

Cannock Chase High School is committed to safeguarding and promoting the welfare of young people. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) clearance.

Closing Date: Monday 21 September 2026, 9.00am

Headteacher: Mr I Turnbull, BEd (Hons), NPQH

A company limited by guarantee, registered in England and Wales, number 07727974.

Hednesford Road, Cannock, Staffordshire WS11 1JT Tel: (01543) 502450

Website: www.cannockchasehigh.com E-mail: headteacher@cannockchasehigh.com

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INTEGRITY

TEAMWORK

RESPONSIBILITY

EXCELLENCE

RESILIENCE