

REPROGRAPHICS ASSISTANT

15 HOURS PER WEEK | 39 WEEKS PER ANNUM (term time plus inset days)
BUCKS PAY RANGE 2 | ISN 11 - 15 (£8,810 -£9,547 Actual Salary)

We are recruiting for an enthusiastic candidate to provide a reprographics service to the School. To start as soon as possible on a Monday, Tuesday and Wednesday.

The successful candidate must be able to work under pressure in a busy, positive environment. The role involves the preparation of printed materials as well as general help with school administration as required.

Aylesbury Grammar School is an academy grammar school for boys. Our uncompromised curriculum and extraordinary care & support create a culture of respect and aspiration.

Nurturing Character since 1598

To obtain further details please see the Recruitment Pack on our website.
If you have further questions please email the Headmaster's PA Donna Miles:
dmiles@ags.bucks.sch.uk

The School reserves the right to appoint a candidate to this post at any stage in the selection process. AGS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service. The School may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application. Aylesbury Grammar School is an equal opportunities employer.



**AYLESBURY
GRAMMAR SCHOOL**
Founded 1598

Closing date for applications:
10am on Wednesday 24 September 2025.
Interviews to be held shortly after.

The safeguarding responsibilities of the post include:-
Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.
This post is exempt from the Rehabilitation of Offenders Act 1974. AGS is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

All appointments will be made on merit in a fair and transparent process. As an equal opportunities employer, we encourage applications from all suitably qualified people. However, as Black, Asian and Minority Ethnic individuals are currently under-represented within the School, which does not reflect our diverse student body, we welcome all applications.