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Idsall

Address: Coppice Green Lane, Shifnal

Tel: 01952 468400

Email: admin@ids.mmat.co.uk

Website: www.idsallschool.org www.marchesschool.co.u

School Administrator - Reprographics

**Do you have excellent organisational skills and a keen eye for detail?**

**Grade 5 Spinal Points 5 - 6 (£12.85 - £13.06)**

**35 hours per week – Term Time Only plus 2 PD Days**

**Permanent**

**Required for September 2025**

We are seeking a proactive and organised School **Administrator – Reprographics** to join our dedicated administrative team.

This pivotal role involves providing efficient and high-quality reprographics support across the school.

The successful candidate will have strong attention to detail, excellent communication skills and the ability to work efficiently under pressure.

Some experience of working within a school environment would be helpful but is not essential as training and ongoing support will be provided for the successful applicant.

Idsall School is a heavily oversubscribed 11-18 rural school with excellent facilities throughout the school. You will be joining the school at an exciting stage of its development.

We offer a welcoming, friendly, hard-working and committed team of colleagues whom, at all levels, are dedicated to making a difference to the children in their care.

*The Marches Academy Trust values each person equally. We are committed to building a diverse team and embedding a welcoming, inclusive culture that encourages diversity and authenticity. We believe this will encourage creative ways of thinking – ensuring we collaborate more effectively and achieve better outcomes. We welcome applicants from all qualified candidates who share this commitment****.***

Further details about this vacancy and an application form are available on the school website. (Please note we do not accept CV’s).

If you have any other queries please email, Mrs L Pinchin, PA to the Headteacher on admin@ids.mmat.co.uk

Closing date for applications is midday on Friday 18th July 2025.

*We are committed to safeguarding and promoting the welfare of the children in our care and expect all staff to share this commitment. Shortlisted applicants will be asked to declare any criminal convictions and will be subject to online checks. The successful applicant will be subject to an enhanced DBS check.*