



Reprographics Officer

Required: September 2026

Salary: Grade C – £24,796 - £25,583 fte (this salary will be pro-rata)

Hours: 37 hours per week, Term Time plus 1 Week

Trinity School, part of the Newbury Academy Trust, is seeking to appoint a Reprographics Officer to join our busy and friendly support staff team. This is a key operational role at the heart of the school, responsible for the day-to-day running of our print and copy room, providing a high-quality, timely reprographics service to staff, and ensuring examination materials are produced and handled with the highest levels of security and confidentiality.

At Trinity, we have exceptionally high expectations, a strong sense of community and a deep commitment to belonging, inclusion and academic excellence. The Reprographics Officer plays an important behind-the-scenes role in supporting this ethos, ensuring that staff across the school have the high-quality resources and materials they need, when they need them.

We are seeking applications from colleagues who:

- have strong organisational skills and excellent attention to detail
- are confident operating and maintaining photocopiers, printers and other reprographics equipment
- understand the importance of confidentiality and security, particularly when handling examination materials
- are calm, reliable and able to prioritise effectively, especially during busy periods such as exam season
- are confident communicators, able to liaise professionally with staff at all levels
- are values driven, reflective, and aligned with Trinity's ethos and culture

In return, we offer:

- A supportive, collaborative team culture
- A strong commitment to professional development at every stage
- Talented colleagues and enthusiastic students
- Financial Support for Career development*
- A fully funded private healthcare package
- Subsidised rates in our on-site gym

(*for some NAT courses)

This post would suit someone with experience of working in a reprographics, print, or administrative role, ideally within a school or educational setting, who takes real pride in providing a reliable, high-quality service to others.

If you feel that you are a good fit for this role, we would like to hear from you. Application is by application form and supporting letter to Dr C Wilson, Executive Headteacher, the former to include the names and addresses of two appropriate referees.

Your letter should outline your experience to date and how you would contribute to the reprographics and support team at Trinity. Applications should be sent via email to hr@trinity.newburyacademytrust.org

Further details can be obtained from the HR Team on 01635 510500, by email to hr@trinity.newburyacademytrust.org or visit our website <https://www.trinitynewbury.org/>

Please note: The Trust reserves the right to interview suitable candidates before the closing date.

The school has a commitment to safeguarding and promoting the welfare of children. This role is not exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. All shortlisted candidates will be subject to online checks, they will also be asked to complete a criminal records self-disclosure form and successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

This role has been identified as public facing in accordance with Part 7 of the Immigration Act, and therefore the ability to fulfil all spoken and written aspects of the role with confidence in English will be required.

Closing date: 31st July 2026 (9am)
Interviews: Soon thereafter

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Trinity School is part of the Newbury Academy Trust

