

# Reprographics Production Officer

School:	City of Westminster College	Posted:	20th May 2019
Location:	London, Greater London	Expires:	28th May 2019
Contract Term:	Permanent	Start Date:	12:05 PM
Salary:	£22,331 - £24,611 per annum	Job ID:	As soon as possible
Hours:	Full Time	Job Reference:	1049208
			RPO MAY19



City of Westminster College

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Reprographics Production Officer

Full-Time, Permanent, 35 hours per week

£22,331 - £24,611 per annum (incl. London Weighting Allowance per annum)

United Colleges Group is a £60m turnover, group of Further Education Colleges with ambition. Located in the heart of London, the Group provides a wide range of qualifications at Further and Higher Education levels in a highly inclusive environment. The group consists of City of Westminster College, and the College of North West London, both graded "Good" by Ofsted and leading in their fields.

We are currently seeking to appoint a Reprographics Production Officer. In this role your main responsibility will be to provide and promote the Central Reprographics Service in support of the College community.

You will preferably have knowledge and experience of high volume and large format printing, associated software packages and a variety of finishing equipment. The role includes maintaining supplies of consumables, record keeping and first line support of desk top printers and MFDs throughout the Campus.

Excellent communication, team-working and organisational skills are essential, with a good level of literacy and numeracy. In order to further support the work of the team, a full clean driving licence is essential. The role will be based at our Paddington Green Campus.

In return, the College offers generous annual leave (28 days plus bank holidays), a contributory final salary pension scheme, access to our state-of-the-art gym, an interest-free season ticket loan, cycle scheme, childcare voucher scheme, free sight tests, enhanced maternity and paternity leave schemes and many other benefits.

If you're ready to join a College that has the resources to develop the talents of both students and staff, you can find more information on this role and details on how to apply by visiting our 'Vacancies' section on the College website.

Alternatively, you may e-mail us for an information pack and application form, quoting the relevant job reference.

Closing date: 12 noon, Tuesday 28th May 2019

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## Safeguarding Statement:

City of Westminster College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.