



Pendleton Sixth Form College is a centre of Academic Excellence, offering a range of A-levels and vocational courses. The successes of Pendleton Sixth Form College students over the last half century have led to the College being recognised both locally and nationally as a Centre of Educational Excellence.

Print Services Assistant

Reference: SCCG2900 | **Closing Date:** 16/06/2025 | **Interview Date:** 01/07/2025

Salary: £23,019 (Pro rata salary £10,768).

Contract Type: Permanent | **Hours per Week:** 19.5 | **Location:** Pendleton Sixth Form College, Dronfield Road, M6 7FR

About the Role

Salford City College Group is seeking a reliable and detail-focused Print Services Assistant to support our busy and fast-paced Reprographics Department.

In this varied role, you will be responsible for providing an effective and efficient Print Services function across the Salford City College Group. You will operate and maintain a range of print and reprographic equipment and machinery, ensuring all jobs are programmed and prioritised efficiently to achieve high-quality results. You'll be responsible for managing stock levels of paper and stationery, and supporting the team in delivering an efficient, cost-effective service.

The ideal candidate will be organised, technically confident, and committed to providing excellent customer service in line with our 'Gold Standards'. You'll also play a key role in supporting the team's sustainability initiatives and maintaining accurate data for internal reporting.

Join us in helping to deliver an outstanding print and stationery service across the College Group.

How to Apply

For more information and to apply for this job, please complete the registration and online application form via our [website](#).

If you have any queries regarding this vacancy, please email HR@salfordcc.ac.uk.

Reason to Join Us:

- We have Generous Terms and Conditions (Sixth Form College's Association style terms and conditions) including 13 weeks not in college (195 days in College).
- We have a 2:30pm finish on Fridays, Free on-site parking and various health and wellbeing resources and benefit schemes including two Staff Wellbeing days per year.
- We offer automatic enrolment to the Local Government Pension Scheme with 20.70% employer pension contribution.
- Our College is an incredible community, there is a lot that staff and their families can get involved with
- We have family friendly policies and we are happy to talk about flexible working.
- We invest in our people and offer a range of training & career opportunities for all staff as part of our Be Outstanding Development programme
- We have an amazing Staff Benefits Package with discounts and savings for supermarkets, petrol, high-street retailers, holidays, cinemas and other leisure.
- Our shared purpose: We believe in the value of education for a successful future and we want the best for our learners and our staff.
- Our core values are at the heart of everything we do. Staff and students behave with respect, integrity and kindness.

Commitment to Safeguarding

This post is exempt from the Rehabilitation of Offenders Act 1974 and as part of our safeguarding commitment we undertake DBS checks as part of our pre-employment procedures on all potential new employees

The College strives to be a diverse and inclusive community and welcomes applications from people from all backgrounds.

Recruitment Agencies: We are not utilising the service of recruitment agencies for this vacancy and will accept direct applications only.