



Print Shop Apprentice

Apprentice rate £6.40 per hour (if under 19 or in first year of apprenticeship)
Full Time (Monday to Friday), 52 weeks per year, with 20% of your working time granted towards study (equivalent to day release)
Fixed Term Contract to cover duration of apprenticeship (15 months)

Park Community School is seeking a Print Shop Apprentice to work at Park Design and Print, based in Leigh Park, Havant. PDP is located away from the main school site, in Fulflood Road, and is a small team providing printing, digital design and layout services to both the school and external clients. For more information about PDP, please visit [Park Community School | Design and Print \(pcs.hants.sch.uk\)](http://pcs.hants.sch.uk).

The successful applicant will be trained to provide business and administrative support to the PDP team, supporting them as they create innovative designs and layouts for a wide range of printed materials.

The role will include:

- Adding jobs to the Papercut print management system
- Providing customers with estimates and following up leads for new business
- Assisting in print production and finishing
- Assisting with Marketing
- Providing overall administrative support to the PDP function.

Skills and Experience

- Office administration skills
- IT proficiency (Microsoft Word/Excel/Outlook)
- GCSE Grade 4+ (or equivalent) in Maths & English.

Apprenticeship

As part of the contract, you will have the opportunity to study for a work-based Level 3 Business Administration Apprenticeship in conjunction with a local Further Education establishment.

Applications

Applications must be made using our application form; due to safeguarding rules, CVs cannot be accepted as a means of application. To apply for this position, please download an application form from www.pcs.hants.sch.uk/employment.php.

Closing date:

21 October 2024

Interviews:

To be arranged

Park Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Enhanced DBS check along with other relevant employment checks. In promoting equal opportunities, the school welcomes applications from all sections of the community. References may be taken in advance of interview.