



NOTRE DAME HIGH SCHOOL
11-18 Mixed Catholic Comprehensive School
FULWOOD ROAD, SHEFFIELD, S10 3BT
Tel: 0114 2302536

We are looking to appoint to the following post with a start date, as soon as possible.

Reprographics / Open Learning Centre (Library) Assistant (JOB SHARE)
8 hours per week/term-time only/permanent (Normal working days: Thursday and Friday)
Grade 3: £25,583 per annum pro rata
Actual starting salary: £4,758.44 per annum

Notre Dame High School is a vibrant and inclusive Catholic school, part of the St. Clare Catholic Multi Academy Trust.

About the Role

We are seeking a dedicated and organised **Reprographics / Library Assistant** to join our support staff team. This is a dual role that involves providing high-quality reprographics support for staff across the school, as well as assisting in the day-to-day running of our school library.

The successful candidate will be proactive, detail-oriented, and enjoy working in a busy and varied environment.

We are particularly keen to reflect the diverse nature of our student community in our staff; we welcome applications from all qualified applicants and strongly believe that diversity in all its forms delivers greater impact to our whole school community.

For further details and an application pack please visit www.notredame-high.co.uk/uncategorized/current-vacancies or e-mail recruitment@notredame-high.co.uk

Completed Application Forms and Consent to Obtain References forms should be sent to recruitment@notredame-high.co.uk by the closing date below.

Closing date: 9am on Wednesday 15th October 2025

Notre Dame High School is committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment. The successful applicant will be required to complete an Enhanced DBS Disclosure. In addition, this post is exempt from the Rehabilitation of Offenders Act and a self-disclosure is required for applicants shortlisted for interview.