

Job Description

Reprographics & Resources Technician

Responsible to: 6 th Form Admin Manager	Grade: 4
Hours: 37 Hours a Week	Duration: Term Time Only
Main Location: Faringdon Community College	

Context : Under the direction of senior staff, provide a high quality reprographic service to the whole school community.

Organisation

- To undertake all tasks in relation to the reproduction of information, reports and booklets including printing, photocopying and binding.
- To assist in producing monthly totals for department and school photocopying.
- To order stock and maintain stock control.
- To carry out regular, basic maintenance, including changing toner and safety checks on reprographic equipment and arrange for repairs as necessary to ensure smooth operation of equipment.

Administration

- Recording and copying material from the TV to DVD to enable them to be used as a resource for teaching.
- Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms
- Maintain manual and computerised records/management information systems
- Undertake typing, word-processing and other IT based tasks
- Undertake ad hoc administrative tasks.

Resources

- Operate office equipment e.g. photocopier, computer, telephone
- Arrange orderly and secure storage of supplies

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

¹ Faringdon Academy of Schools (FAoS) Employees are predominantly based at one location, but may be required from time to time to work at another school within the MAT.
A full list of schools within FAoS can be found at www.faringdonacademy.org.

Qualifications and Experience

Qualities	Essential/Desirable
Experience General clerical/administrative work.	E
Qualifications & Training Good numeracy/literacy skills	E
Knowledge & Skills Good understanding and ability to use relevant technology e.g. photocopier Keyboard/computer skills Participate in development and training opportunities Ability to relate well to children and adults Work constructively as part of a team, understanding school roles and responsibilities and your own position within these	E E E E E