



Reprographics Technician

JOB DESCRIPTION

To work as part of the College office team, providing a friendly and welcoming service to pupils, staff, parents and visitors in a manner that truly reflects the Christian spirit of St Ambrose College. The post holder is expected to be able to prioritise tasks and to manage their workload with a minimum of supervision.

Line Manager: Office Manager

Responsibilities

General

- To provide a confidential reprographics service to the College staff, producing resources in a cost-effective, streamline manner using ICT in order to produce/print high quality publications, brochures, prospectuses and display materials. Knowledge of In Design desirable but not essential.
- Ordering of paper supplies, operating finishing equipment and carrying out hand finishing duties, such as collating, stapling, numbering and scanning.
- To maintain the reprographics area in an orderly and tidy fashion and clean and maintain printing equipment to a high standard.
- Report any faults to the service company and call out an engineer.
- During busy periods, to assist the office on the request of your Line Manager.
- To participate in training sessions as required.
- To report and update your Line Manager regularly with all relevant data.
- To wear the college uniform as provided.
- To comply as appropriate with all school policies and adhere to school procedures.
- To ensure that all health and safety procedures are adhered to.

Health and Safety

Co-operate with the employer on all issues to do with Health, Safety & Welfare. To keep medical training and First Aid Certificate up to date.

Continuing Professional Development

In conjunction with the line manager, take responsibility for personal professional development. Undertake any necessary professional



Reprographics Technician

development as identified in the School Improvement Plan taking full advantage of any relevant training and development available. Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

Note

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Head Master or the incumbent of the post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.