**HASMONEAN HIGH SCHOOL**

**JOB DESCRIPTION**

**Job Title:** Reprographic Officer

**Department:** Reprographics

**Responsible to:** Creative Artworker & Reprographics Manager

**Hours:** Term Time plus 2 weeks during summer –

Monday to Friday, 19 hours per week (flexible start and finish times)

**Salary:** Scale 3 – NJC 14- 17 (£18,657 - £19,623 FTE), actual starting salary £8,638 pa

To maintain the day to day running of the Reprographics Department.

## Main Duties:

* Maintain high standards of work.
* To ensure that all printing and finishing is presented correctly and on time.
* To advise staff on presentation of work.
* Bulk laminating for classroom displays.
* To contact and liaise with external suppliers regarding the purchase of paper, ink, sundries and new machinery.
* To be responsible for the ordering of paper, ink, toners and sundries for the copier machines.
* To ensure that all machinery in Reprographics is kept clean and in working order.
* To contact external technicians in the event of a breakdown of machinery and to ensure the correct maintenance has taken place.
* To be aware of current Copyright Legislation relating to photocopying and audio visual recording and advise the Senior Leadership Team of any changes to Copyright Laws.
* To maintain daily, week and monthly figures of printing for departments and present costings to the Finance office at the end of each term, for inclusion in departmental accounts.

**Administrative Support:**

* To support the admin team, when necessary in the form of typing, word processing, filing, etc.
* To gather information as required
* Other general office duties
* Stationery ordering for the Admin office (boys’ school only)
* To receive incoming telephone calls and, if necessary operate the school switchboard**.**
* To deal with general telephone queries in accordance with current school policies, procedures and charters.
* To deal with messages and / or pass on messages left on school answering machine.
* When necessary, covering Student Services Officer during her absence. (This will include First Aid)
* Sharing responsibility for Office Kitchen area
* Assist with student filing, if necessary.
* All other responsible duties as specified by the Office Manager

**NOTES:**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be changed to meet the changing demands of the School at the reasonable discretion of the Executive Headteacher or Head of Operations.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out in the foregoing.

L.Oskis Date of issue: November 2017