

Job Description

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| Postholder | Reprographics Assistant |
| Line Manger | Network Manager |
| Salary/Scale of Post | Grade A, Scale Point 6 (Currently £16,394 pro rata) |
| Hours of Work | 4 Hours Per Week , 39 working weeks |
| Post Purpose | <p>The post holder is responsible for providing general reprographic services throughout the school in order to provide an effective support service to the teaching staff and pupils. He/she will be responsible to the Network & Resources Manager.</p> <p>The information below is provided for the post holder to understand and appreciate the work content of the post. However, it should be noted that whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used below in the assumption that all usual associated routines are included in the post description.</p> |
| Specific Duties | <ul style="list-style-type: none"> • Maintains good working relationships, and contributes effectively to the work of the Resources Team. • Supervises the resources workroom including the use of all reprographic machinery. • Produces printed materials using photocopiers and reprographic machines and laminates where required. • Collates and finishes printed material including the production of booklets. • Checks the reprographic machines for serviceability, and clears minor problems. • Advises staff and pupils on the use of reprographic equipment. • Monitors consumable stock levels, and advises the Reprographics Manager regarding ordering requirements. • Attends training courses identified as essential to meet the requirements of allocated tasks. • Carry out any other reasonable instructions given by the Headteacher, Network Manager. |

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| Other Duties | <ul style="list-style-type: none"> • Responsible for promoting and safeguarding the welfare of children and young persons that you might come into contact with during the course of your day to day duties around the school site. • To carry out any other reasonable instructions given by the Headteacher or any other member of the SMT. |
| General Conditions | <ul style="list-style-type: none"> • All duties must be carried out complying with: <ul style="list-style-type: none"> • The Health & Safety at Work Act. • Acts of Parliament, statutory instruments and regulations, as well as other legal requirements. • Relevant nationally-agreed codes of practice. |
| Associated Duties | <ul style="list-style-type: none"> ▪ Undertake other tasks commensurate with the scale and responsibilities of this post ▪ Undertake any reasonable duty deemed necessary by the line manager |