

Job Description

Job Title: Reprographics Technician

Location: Kingswood Academy, Kingston Upon Hull, HU7 4WR

Reports to: PA to Headteacher

Purpose of the Role:

To deliver an efficient reprographics service for staff and students, producing high quality documents and resources.

Responsibilities:

This job description is not intended to be a full account of all aspects of the post. A flexible approach to the duties and responsibilities outlined below is expected.

- To undertake high-volume printing, copying, laminating, binding, cutting, assembling, collating, folding, stapling, punching, trimming within agreed timescales.
- To operate heavy duty machinery including photocopiers, punches and guillotines.
- To ensure photocopiers are fully stocked with paper and toner on a daily basis.
- To keep all reprographics machinery clean and in good working order and to advise users of status of machines and provide support and alternatives.
- To arrange regular servicing of equipment, reporting any necessary repairs/replacements to the line manager and arranging for service engineers to undertake repairs.
- To train new staff and students on use of photocopiers.
- To provide stock of stationery to staff and students as required; to monitor and replenish stocks of forms in staffroom and labels in the Reprographics Department.
- To record all books and copyrighted materials copied, advising staff of copyright legislation relating to photocopying.
- To support and advise staff on presentation of work for classroom displays.
- To design and develop a variety of materials including events (tickets, leaflets, programmes, posters, signage) and academy marketing to professional print specifications and standards.
- To design and maintain corporate document templates to standard academy styles and colours, as required
- To design, upload and maintain the student report cards and conduct cards to the requirements of the SLT.
- To monitor and assess equipment suitability and usage including damage and volume, notifying line manager of any replacement equipment requirements.
- To order the necessary supplies as to ensure the efficient operation of the academy's reprographics service and value for money.
- To ensure that all the display boards around the academy are backed, with borders and the displays in tact at all times.

- To ensure that reprographics is a safe, health and secure environment liaising with the Health and Safety representative where necessary.
- To undertake training on new systems as and when required.
- Ensure that all the packs for the parents' evenings are up to date following any changes in staffing.
- Support with general admin tasks, as requested.
- Provide First Aid to staff, students and visitors as required, as part of the First Aid team

In addition to the above requirements, all staff are required to:

Promote the ethos of the Academy by:

- Being strong leaders in their own right with pupils of all attainment levels;
- Being a positive leader of ethos, demonstrating a "can-do" solution focused mentality when faced with any gripes or concerns with other colleagues;
- Being a strong presence wherever they are in the Academy;
- Modelling high standards in expectations and practice;
- Following Academy policy and promoting policy in all areas and at all times;
- Dealing immediately with any problem they observe;
- Being positive and proactive in seeking solutions to problems and in planning ahead;
- Constantly looking for ways to improve and innovate in education;
- Seeking the highest standards possible and sharing them with others.

Take responsibility for:

- Professional development and conduct of colleagues and pupils;
- Quality of care provided for colleagues and pupils;
- The constant monitoring of the impact and effectiveness of innovation and operative systems within their remit;
- Being a conduit and filter for information to and from key stakeholders in the Academy;
- Organising their teams to deliver high quality service;
- Making sure what we say will happen, happens.

Kingswood Academy Mission

Ultimately our Mission is to ensure that: 'all students have an inner-belief and ambition to fulfil their dreams and live a happy and successful life.' We are passionate about our students 'recognising their academic worth' and making sure that they are 'prepared to make bold choices in order to secure places, and thrive, at the most reputable and highest performing colleges, universities and world-class employers.'

Kingswood Academy Key Drivers

We live and breathe our key drivers which are:

- The highest expectations
- Never give up
- Everyone is valued
- Value feedback
- No excuses
- Outstanding learning

Academies Enterprise Trust Employee value proposition:

Employee value proposition:

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The 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.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Headteacher/Group/Chief Executive

5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

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General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> • Grade C GCSE Maths and English or equivalent 	
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> • Good numeracy and literacy skills • Experience of working in a busy office environment • Experience of using a range of reprographic equipment • Capable of using 'Office Packages' to a high standard • Knowledge of Health and Safety issues including <ul style="list-style-type: none"> - manual handling - safe working practices in relation to the handling and usage of hazardous equipment and tools • A knowledge and commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults 	<ul style="list-style-type: none"> • Experience of working in an educational setting • Knowledge of copyright legislation relating to photocopying and internet
	Abilities	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Strong ICT skills • Creative flair for design work • Ability to meet deadlines 	<ul style="list-style-type: none"> • European Computer Driving Licence • First Aider

		<ul style="list-style-type: none"> • Ability to prioritise and manage conflicting demands. • Excellent administration skills • Ability to work on own initiative • Good organisational skills • Be an effective communicator 	
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • Good communication and interpersonal skills • Customer focused • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect • Open, honest and an active listener • Takes responsibility and accountability • Committed to the needs of the students, parents and other stakeholders and challenge barriers and blocks to providing an effective service • Sensitivity to the needs of others • Ability to discuss issues openly • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others 	

		<p>and achieving expectations</p> <ul style="list-style-type: none"> • Is committed to the provision and improvement of quality service provision • Is adaptable to change/embraces and welcomes change • Acts with pace and urgency being energetic, enthusiastic and decisive • Has the ability to learn from experiences and challenges • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills 	
	Values	<ul style="list-style-type: none"> • Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> ○ Be unusually brave ○ Discover what's possible ○ Push the limits ○ Be big hearted 	
Special Requirements		<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Evidence of a commitment to promoting the welfare 	



		and safeguarding of children and young people	
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