

JOB DESCRIPTION

POST TITLE:

Reprographics Technician

GRADE:

Grade 4

RESPONSIBLE TO:

Reprographics Manager

WORKING HOURS:

25 hours per week, 40 weeks per year

POST OBJECTIVE:

To develop, maintain and provide a fast, efficient and high quality reprographics service to all school staff and external users. This will include the reproduction and presentation of high quality printed original materials and advice on the facilities available.

SPECIFIC RESPONSIBILITIES:

- To reproduce printed materials as required.
- To operate associated equipment such as collating and ring-binding machines, laminators and electric staplers to produce bound and covered documents.
- Scanning and digitising SEN records for long term storage.
- Scanning and digitising student art coursework so that it can be forwarded to the external verifier.
- To assist with the operation of desk-top publishing equipment and the production of camera-ready artwork when required.
- To request stationery and reprographic materials within the budget available to ensure the uninterrupted running of the college reprographics service.
- Distribute consumable (paper and toner) to all MFD locations
- Plan for regular or large jobs within the college calendar e.g. college brochures/ leaflets, policies, examinations etc. Able to work to tight deadlines, prioritise work and deal with conflicting demands.

- Maintain appropriate levels of stock in the reprographics department and inventory of equipment in the reprographics area.
- The ability to undertake routine administrative/clerical tasks in support of the college administrative function.
- To carry out any other duties within the overall function, commensurate with the grading and level of responsibility of the post.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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

METHODS OF WORKING:

- The postholder will be expected to take an active part in appraising their own work against agreed priorities and targets in accordance with the college's management supervision guidelines.
- The post holder will comply with the policies of the college, including the Child Protection Policy, Equal Opportunities Policy, Health, Safety and Environmental Policy and the Data Protection Act and be expected to maintain confidentiality. Any concerns should be reported to the appropriate officer.
- The post holder will have due regard for DCC financial regulations and operate within the college financial systems and procedures ensuring 'best value' is achieved.
- Be aware of and support individuals needs to ensure all students have equal access to opportunities to learn and develop.
- Contribute towards the overall ethos, work and aims of the college.
- The postholder will be expected to undertake any necessary training associated with the duties of the post and attend meetings as required.
- The postholder will be required to observe safe working practices in carrying out the required duties and to adhere to instructions specified by technical consultants and manufacturers.
- The post holder will demonstrate the ability to act on their own initiative and manage time effectively.

Ref: Reprographics Technician
Date of Origin: August 2019

SPRINGWELL COMMUNITY COLLEGE
REPROGRAPHICS TECHNICIAN - PERSON SPECIFICATION

EXPERIENCE:

Essential:

- Proven experience of working within a busy environment
- Clear working knowledge of Microsoft Office products, including experience of working with Microsoft Word, Excel and Powerpoint software.
- Able to manage own workload and prioritise tasks and act on own initiative. Ability to meet deadlines and work under pressure.
- Working experience of photocopiers

Desirable:

- Experience of operating Equitrac software
- Experience of Adobe software
- Previous experience of working within a school environment
- Knowledge and experience of whole school procedures, organisation and structure so that work can be prioritised and synchronised with the requirements of the Headteacher and the college.

QUALIFICATIONS:

Essential:

- 5 O'Levels/GCSE equivalent including Maths/English Language

Desirable:

- An ICT qualification

ABILITIES AND ATTRIBUTES:

Essential:

- Good interpersonal skills – Ability to deal with all people at all levels confidently, sensitively and diplomatically, including external contractors/technicians.
- Proven written and verbal communication skills
- Able to co-ordinate a variety of tasks simultaneously
- Ability to prioritise workload and work under pressure
- Proven experience of the Microsoft Office suite
- Comprehensive knowledge and experience of relevant processes or procedures.
- Knowledge of Data Protection, Copyright Law and Freedom of Information

SALARY AND HOURS:

Salary will be on Grade 4

Normal working hours will be 25 hours per week, 40 weeks per year.

