

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

Name:

Post: Reprographics Technician

Salary: Point 3 (NSB Trust Support Scale)

Hours: 30 to 35 hours a week, 39 weeks per Year (Term Time plus Training Days)
8am-3.30pm daily; 30 minutes unpaid lunch break (exact hours confirmed on appointment)

Line Manager:

All staff are expected to:

- uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law
- treat students with dignity and at all times observing proper boundaries appropriate to a professional position
- have regard for the need to safeguard students' well-being, in accordance with statutory provisions
- uphold school policy and practice, promote actively the agreed policies of the school and implement the Code of Behaviour and Dress Code as a matter of routine
- follow agreed school policies for communications within the school
- ensure that accommodation is treated with respect and in line with any Health & Safety procedures
- play a full part in the life of the school community, to support its distinctive mission and ethos, and to encourage staff and students to follow this example
- comply with the school's Health & Safety Policy and undertake Risk Assessments as appropriate
- be thoroughly professional and demonstrate consistently high standards of personal and professional conduct
- maintain high standards in their own attendance and punctuality
- work as a member of the support staff team and to contribute positively to effective working relationships
- communicate effectively with fellow members of the team
- be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The duties of the Teacher Support Staff will include any activities which allow the teaching staff to become more effective in the classroom.

The main roles and responsibilities of the Reprographics Technician's duties will include:

- To photocopy and reproduce resources as required by teaching staff.
- To carry out minor maintenance and cleaning of Reprographics equipment and to call in engineers when necessary, ensuring repairs are effected quickly and cost-effectively.
- To order and monitor stock required for the Reprographics area.
- To liaise with the IT team to produce charges sheets for Finance.
- To receive lost property, sort and organise return to students.
- To support with distribution of new uniform orders to students/parents.
- To maintain an inventory of 'nearly new' items for selling to parents.
- To run a school shop for students selling stationery items.
- To organise disposal of unclaimed items of uniform/clothing.
- To cover for and support the appointed person for First Aid when the need arises.
- To carry out general office duties such as word-processing of correspondence, reports and documents, filing or data input, supporting the reception team, if required.
- To deal with enquiries from pupils, staff and the public, if required.
- To cover main reception, if required.
- any other duties as requested from time to time by the Headteacher or his agent, for which appropriate training will be given as necessary. These duties may include for example:
 - general clerical and administrative support;
 - exam invigilation.

(Job Descriptions are not exclusive or exhaustive, some of these tasks are daily, weekly, termly or annually. The nature of the role entails that the postholder may be required to carry out additional duties as reasonably required.)

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Support Staff are actively encouraged to undertake First Aid training, if not already specified within their job description, in order to ensure that adequate first aid cover is always available in the school.

The school has a uniform policy for students. It is therefore expected that staff will also follow the same high standards.

The Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Enhanced Disclosure and Barring Service check.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. Shortlisted candidates are asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview.

September 2026