



An ambitious school at the heart of the community

**Information for Applicants**

**Reprographics Assistant**

**Achievement for All**

An ambitious school at the heart of the community

**Manchester Road, Macclesfield, SK10 2EE**

**Tel: 01625 610220 Fax: 01625 610925**

**Website: [www.tytheringtonschool.co.uk](http://www.tytheringtonschool.co.uk)**

**Headteacher: Mr E. Botwe**



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## **JOB DESCRIPTION**

### **Reprographics Assistant**

<b>JOB TITLE:</b>	Reprographics Assistant (Grade 4)
<b>JOB REPORTS TO:</b>	Media/Reprographics Officer
<b>JOB PURPOSE:</b>	To provide an efficient and effective front-line support service for the school

#### **RESPONSIBILITIES:**

- Provide a batch photocopying service within the school and associated tasks such as binding and laminating.
- Prioritise the flow of work to ensure that all photocopied documentation is consistently provided to the required standards and within the specified timescales.
- Liaising on a daily basis with school staff, students, parents to determine requirements and deadlines.
- Clean and maintain reprographic equipment to a good working order and liaise with external repair contractors and other outside agencies to ensure maximum availability of equipment.
- When required, co-operate with the copyright agency by collecting any requested data and implementing any updates/changes to systems and processes.
- Ensuring value for money in the use of copier paper and other consumables and ensuring waste (i.e. unnecessary copying) is kept to a minimum.
- Ensure all documents/information circulated is to the highest quality and branded correctly.
- Train staff in the use of reprographic equipment in order to ensure accuracy and confidence in use.
- School media projects as requested by jobholders' line manager as and when required.
- Operate and monitor the banner printer, ensuring that it is working appropriately and trim/eyelet/roll up banners to finish.
- Maintain media displays around the school, taking down old media and putting up new as required.



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- Assisting with the printing and finishing of school media (for example, prospectuses).
- Work with the Media/Reprographics Officer to provide a media service and other external clients to primary schools as and when required.

Notwithstanding the details in this job description, in accordance with Tytherington School's flexibility policy, the job holder will undertake such work as may be determined by the line Manager/Headteacher from time to time, up to or at a level consistent with the main responsibilities of the role.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**PERSON SPECIFICATION**  
**Reprographics Assistant**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Experience</b>	<p>Experience of working accurately and to strict deadlines</p> <p>Experience of using a range of Computer software – including Microsoft Office</p>	Use of Adobe software
<b>Knowledge</b>	<p>Data protection (GDPR)</p> <p>Proficient in Microsoft Office</p> <p>Understanding of the importance of Safeguarding</p>	Follows best practice for obtaining good value for money
<b>Skills &amp; Aptitudes</b>	<p>Concentration</p> <p>Accurate and methodical</p> <p>Able to prioritise a constantly changing workload</p> <p>Able to use own initiative</p>	Communication/Media Skills such as assisting in producing posters, banners and brochures
<b>Other Requirements</b>	<p>Physically able to stand for long periods of time and to carry small piles of copying</p> <p>Ability to maintain confidentiality</p> <p>Ability to meet multiple requests for information in a calm and professional manner</p> <p>Approachable</p> <p>Able to work as part of a team</p>	Willingness to further develop and attend relevant training opportunities



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**ADDITIONAL DETAILS**  
**Reprographics Assistant**

**We welcome applications regardless of age, gender, ethnicity or religion.**

**Commencement date:** As soon as possible

**Hours of Work:** 37 per week 08:00 – 16:00 Monday – Thursday, 08:00 – 15:30 Friday.

**Weeks per Year:** 40 weeks per year (term time plus one week to be worked in the final week of the Summer holiday; plus 5 inset days).

**Salary:** Grade 4: £14,613 - £15,925 per annum (£16,586 - £18,075 FTE)

**Pension:** Local Government contributory scheme

Each of the support teams is structured to provide the opportunity for career development.

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**Disclosure and Barring Service checks (DBS)**

Successful applicants will be asked to apply for a Disclosure and Barring Service check.

Posts are subject to an **Enhanced** disclosure which provides details of all convictions held on the Police National Computer, including current and spent convictions as well as details of any cautions, reprimands or final warnings. If a job involves working with children, the disclosure will indicate whether information is held on government department lists.

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**Applications**

Please return completed application forms via email to:  
Francesca Allen, HR Projects Manager, [fallen@tytheringtonschool.co.uk](mailto:fallen@tytheringtonschool.co.uk)

**Closing Date: Thursday 19<sup>th</sup> September 2019**

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