

Wiltshire County Council

School Support Staff



Job Profile

Reference :	SCH012	Grade D
Job Title :	Reprographics Technician, Secondary School	
Main Job Purpose :	Reproduce documents needed by all staff including School Leadership Team; order and control stationery stock required.	

Main Duties :

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1.	Reproduce a wide range of documents eg all work sheets, weekly newsletter, booklets, letters, test papers, school prospectus, as economically as possible, keeping to deadlines.
2.	Collate, copy and bind annual pupil reports to a set timescale, ready for distribution to parents.
3.	Laminating posters etc. for displays
4.	Stock Control - ordering and issuing all stationery requirements for school, including paper supplies
5.	Ensure photocopiers are functioning at all times
6.	Minor repairs to photocopiers and liaison with company engineers, reporting all faults if unable to repair
7.	Instruct and train staff in use of photocopying machines and also advise on most economical way of producing work
8.	Cost all work and stationery and charge to departments.
9.	Consult with clerical and ICT staff concerning designs for posters etc.
10.	Taking and passing on messages on answer phone

Supervision and Management
The jobholder is not regularly responsible for the supervision of other staff but may direct occasional support as required at pupil report times and other pressure points.

Creativity and Innovation (i.e. Problem Solving)
The jobholder must consistently produce high quality, cost effective resources and this occasionally requires creative skills to resolve problems and issues encountered.

Key Contacts and Relationships	Reason for Contact
SLT Heads of Departments Heads of Year Teaching Staff Support Staff	Liaison re production of material/ documents issue of stationery
Heads of Year	Production of Pupils reports
Engineers	Maintenance of Equipment
Suppliers	Prices of supplies

Decision Making
<p>The jobholder is required to follow procedures but has discretion to decide on the order in which to carry out work and is expected to resolve routine problems encountered on the job whilst seeking assistance for anything unusual or difficult.</p> <p>The jobholder makes recommendations to Teaching staff on the layout of materials.</p>

Resources
The jobholder is accountable for materials and items of stock (reprographic paper, stationary), typically the value of stock held at any time would be hundreds of pounds.

Working Environment

The job involves much standing and use of reprographic equipment, and handling of supplies of stationery, involving some work in awkward postures and some more substantial physical effort on occasion.

There is regular background noise from pupils and from reprographic machinery.

Knowledge and Skills

The jobholder needs a good standard of practical knowledge and skills in reprographic operations.

New starters are required to learn and apply the procedures governing the provision of a cost effective reprographic service to the school.