



## **Reprographics Officer**

**City of Derby Academy**

**Permanent**

**27.5 hours per week, 40 weeks per year**

**(10:30am – 4pm can be flexible)**

**Scale 3 £13,953 – £14,207 pro rata (£21,575 - £21,968 FTE)**

QEGSMAT are seeking to appoint an enthusiastic Reprographics Officer to join our hardworking and high achieving team at City of Derby Academy.

We are looking for an enthusiastic individual who is looking to support the academy in improving outcomes for young people, ensuring they are healthy, safe, are able to enjoy and achieve, make a positive contribution and achieve economic well-being. It will be necessary to work with information technology and associated systems in accordance with school policies.

City of Derby Academy is a vibrant and successful school with the vision of 'improving the life chances of all students'. We do this by providing engaging and enjoyable learning experiences over a broad and balanced curriculum. The key to our success are our passionate staff who work with our students to develop personal and academic success.

As a proud member of QEGSMAT, the Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

### **Why work for us?**

- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.

- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 23.4% for Derbyshire support staff and 27.2% for Staffordshire support staff.
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.

QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found -

<https://www.qegsmat.com/documents/safeguarding>

Please be aware, the School/Trust may also consider performing an online presence check as part of their pre-employment checks.

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call 01332 270450. Further details about our school can be found on our website: <https://www.cityofderbyacademy.org/>

To apply for this position, please visit our Trust Website (<https://www.qegsmat.com/current-vacancies/>) where you can apply via TES.

**Closing date for applications:** 12<sup>th</sup> October 2023

**Interview date:** 19<sup>th</sup> October 2023

**Salary:** Scale 3 £13,953 – £14,207 pro rata (£21,575 - £21,968 FTE)

**Potential Start date:** ASAP



## **JOB DESCRIPTION**

<b>Post Title:</b>	Reprographics Officer
<b>Reporting to:</b>	Headteachers PA/Office Manager
<b>Scale:</b>	Scale 3 £13,953 – £14,207 pro rata (£21,575 - £21,968 FTE)
<b>Disclosure Level:</b>	Child Workforce - Enhanced, Childs Barred list

### **PURPOSE OF THE POST:**

- Manage and prioritise the printing, laminating and binding requirements of the school, meeting deadlines of staff and in line with the school calendar.
- Quality assure documents before copying to maintain a professional image of the school.
- Maintain the printers within the Reprographics office to ensure the downtime is kept to a minimum.
- Order printing consumables for the whole school to ensure resources are always available to staff.
- Calculate department recharges for the Finance department and to invoice private copying to maximise the school's income.
- Recycle ink cartridges and toner bottles.
- Work as part of the Administration team to sort copying for distribution to students.
- Communicate effectively with staff so they can receive the best service in getting the work back to them as soon as possible so they can do their job effectively.

### **General Duties may also include:**

- Maintain confidentiality and observe General Data Protection Regulations (GDPR) and associated guidelines where appropriate.
- Maintain an awareness of Keeping Children Safe in Education.
- Understand and comply with the academy's Health and Safety Policy in the performance of their duties and responsibilities.
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy.
- Understand and comply with all other relevant academy policies.
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the academy's professional development and supervision arrangements.
- Undertake any necessary training associated with the duties of the post.
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



## Person Specification – Reprographics Officer

Criteria	Essential	Desirable	Evidence
Qualifications	Good standard of education		Interview Certificates
Skills	<p>Excellent communication skills both verbal and written.</p> <p>Systematic and practical with strong organisational skills</p> <p>Self-motivated with the ability to manage time effectively and prioritise workload.</p> <p>Able to work under pressure and to meet deadlines.</p> <p>Working knowledge of Microsoft Word.</p> <p>Practical and resourceful with a flexible approach to work</p> <p>Effective communications skills</p> <p>Ability to work as part of a team or independently.</p>		Interview Certificates References
Experience & Knowledge		<p>Experience of working in a reprographics role (full training will be given)</p> <p>Knowledge of Health &amp; Safety Regulations</p> <p>Experience of working in a busy office environment.</p>	Interview Certificates

Personal qualities	Flexible, innovative and willing to embrace new ideas  Enthusiastic and self-motivated  Willing to develop through appropriate CPD opportunities  Ability to develop and maintain effective working relationships within differing contexts		Interview Certificates References
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PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_