



## JOB DESCRIPTION – Reprographics Technician

<b>Responsible to:</b>	Head Teacher & Governing Body
<b>Line Manager:</b>	Operations Manager
<b>Purpose:</b>	To take responsibility for the school's reprographics facility by providing an efficient and effective reprographics service to the school
<b>Salary:</b>	NJC Band 2 (pts 4-5) Point 4 - £24,404 FTE, Actual Salary 3 days a week £12,465, 2 days a week £8310.
<b>Hours of work:</b>	Either 3 days a week, 21.75 hours per week, 8am – 4pm, term time only + INSET days or 2 days a week 14.5 hours a week. 8am – 4pm.

### Principle responsibilities

- To manage the day-to day printing, copying and finishing requirements to all school staff using a wide range of equipment.

### Main Duties and responsibilities

- To confidently respond to departmental and administrative printing/reprographic requests via the 48hr system and email;
- To be thorough and methodical, able to prioritise requests and work to deadlines.
- Binding and laminating;
- To produce confidential printing for members of the Senior Leadership Team
- To provide information on a monthly basis to the Finance Office for recharging (copier readings and ticketed items);
- Ordering of consumables for photocopiers and of general supplies (paper, card, etc);
- Reporting of any technical faults via the supplier support
- To ensure that the necessary items are in place for the 48hr ordering system – request slips, reprographic trays for all staff, etc;
- Organise and maintain an electronic filing system for storing materials which will be required in the future
- Maintain an easily accessible stock of school resources i.e. knowledge organisers, praise stickers
- Assist Display Technician with production of posters and their display as and when required
- Assist the Operations Manager with administration tasks, and support the administration team as and when required
- Any other duties that may be required, as appropriate.

### Health and safety responsibilities

All employees have the responsibility:

- (i) To comply with safety rules and procedure laid down in their area of activity
- (ii) To take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work
- (iii) To use protective clothing or equipment as may be provided
- (iv) To report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware
- (v) To co-operate with the Head Teacher in the fulfilment of the objectives of the School's Health and Safety policies.

The Head Teacher may amend these responsibilities at any time in the future in order to respond to the changing demands and needs of the School, National Incentives and Statutory Legislation, after consultation with the post holder



## PERSON SPECIFICATION – Reprographics Technician

EDUCATION AND QUALIFICATIONS	Essential	Desirable
Good numeracy and literacy skills (GCE/GCSE Grade C or above); equivalent to Level 2	•	
<b>KNOWLEDGE AND EXPERIENCE</b>		
Minimum of one year's experience working in an administrative role	•	
Experience of working with reprographic machinery		•
Understanding of health and safety regulations and printing copyright procedures and regulations	•	
<b>SKILLS AND ABILITY</b>		
IT Literate (Word, Excel, PowerPoint)	•	
Working under pressure	•	
Excellent attention to detail	•	
Excellent communication skills able to exchange information with school staff to meet their reprographic needs, and with external suppliers both orally and in writing in relation to supplies, maintenance etc.	•	
Be flexible and have excellent organisational skills	•	
Be supportive of all school policies and procedures;	•	
Ability to work flexibly within a fast-paced and changing environment	•	
Ability to maintain strict confidentiality at all times	•	
Willingness to learn how to operate a variety of office equipment, including copiers	•	
Understanding of safeguarding;	•	