

VYNERS SCHOOL



REPROGRAPHICS AND DISPLAYS OFFICER

Job Description

Core Purpose:

To provide an accurate and prompt reprographics service to the school.
To assist with the production of corridor displays and other marketing material.

Core Qualities:

- Strong customer service ethos
- Good eye for design and creativity
- Committed to the aims of the school
- Able to play a part in promoting and safeguarding the welfare of students at the school and to act as an appropriate role model for young people.

Specific Responsibilities :

Reprographics

- To operate the central copiers and other printing equipment, producing high quality printing for the school community. To lead on the production of key school documents such teaching resources, trial exam papers and the annual school handbook for staff.
- To carry out a range of finishing tasks such as collating, laminating, stapling and using the guillotine.
- To act as the central point of contact for all school photocopiers, including the satellite machines. Ensuring the machines remain well stocked in terms of consumables and acting as a first point of contact for service issues. Arranging for engineers to be called out for more difficult problems as required.
- To order and maintain the store of centrally ordered stationary and envelopes, distributing them as required and keeping appropriate stock control records. To ensure that stationary 'purchases' are recharged to individual capitation budgets at the end of each month.
- To maintain a central stock of official headed paper and compliments slips for the school, ordering reprints as necessary.
- To maintain a stock of plain and coloured paper for the school, ensuring that best price is achieved and that withdrawals from stock are charged back to capitation budgets at the end of each month.
- To undertake such other duties as may reasonably required from time to time.

Displays and Marketing

- To work with the Business Manager, Subject Leaders and other members of Senior Leadership on the production of eye catching and informative corridor displays. This involves taking an initial idea, and source material and coming up with a draft display for sign off.
- To keep abreast of events happening in the school and to take the initiative to suggest new displays when opportunities present themselves.
- To keep an overview of existing displays and to take the initiative to refresh displays when they are becoming worn or out of date
- To arrange for approved displays to be printed externally and then mounted in school.
- To support the school community on the production of such things as production and concert programmes, programmes for Awards Evening and awards assemblies

- To keep the powerpoint document up to date which populates the student information screens around the school. The postholder should add in new material sent to them, and also proactively ask for updates about school events or student achievements.
- To lead on the production of a termly newsletter for parents.

Line manager:

Business Manager

Hours of Work:

9.30am - 1.30pm daily. term time only plus 5 INSET days (38.6 weeks)

Grade:

This post is paid at Vyners Grade 3

Total Hours:

20 hours per week. 772 hours per annum.

Signed

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(Postholder)

Date

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Signed

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(Line manager)

Date

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Person Specification

Essential:

- Previous office / administrative experience, particularly in a creative area
- Strong IT skills - MS Word, MS Published, Google Docs
- Good customer service and interpersonal skills, capable of making good links around the school community
- Self-starting, capable of working independently
- Curious, willing to spot display opportunities and to follow up with others to make them a reality
- Ability to deliver work accurately, and to deadlines
- Organised
- Capable of working under pressure
- Good eye for detail, capable of spotting errors in displays and publications

This is a role which involves a degree of physical effort, and the use of a step ladder to mount corridor displays.

Desirable:

- Previous experience of a reprographics / print production / creative role