

Harrow High School - Job Description

Job Title: Reprographics Assistant

Reporting To: Finance Manager

Contract: Temporary Maternity Cover - 36 hours full time

Start date - July 2023

Salary: H3 P5 £22,573



1. Role Purpose

To provide the school with an efficient reprographic service ensuring good value.

2. Dimensions

Core accountabilities on adhering to the school's key policies

3. Context

The post holder will have a vital role in ensuring the production and delivery of work of high quality printing to assist teaching and learning. The role includes advising staff on the best way to present the work and costing and recording every job.

4. Main Duties and Accountabilities

- To ensure all printing, stapling, collating and laminating requests from staff are completed by the deadline agreed and by the most cost effective method.
- To be responsible for maintaining all photocopying/printing machines in good order and ordering sufficient supplies for the reprographics department
- To advise staff with regard to copyright
- To assist with sorting and delivering post and internal mail to departments
- To promote paper recycling
- To record usage in order to cost department 'invoices' in liaison with the finance team.
- To support the exams officer with exam invigilation
- To assist the exams officer with distribution of exam certificates
- To cover reception when required
- A first aid certificate would be desirable
- Harrow High School is committed to safeguarding and promoting the welfare of children and young people. All staff employed by us must share the school's commitment to safeguarding and promoting the welfare of children and young people. This post-holder will be subject to clearance enhanced disclosure by the Disclosure and Barring Service.

5. Knowledge, Experience, Skills and Abilities

- Ability to work constructively as part of a team
- Good oral and written communication skills
- Good organisational and time management skills
- Ability to use ICT to record and retrieve information