

## **JOB DESCRIPTION**

**Job Title:** Reprographics Technician

**Location:** Maltings Academy & New Rickstones Academy

**Department:** Administration

**Reports to:** PA to Head of Academy

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### **Job Purpose**

To deliver an efficient reprographics service for staff and students, producing high quality documents and resources.

### **Responsibilities**

#### ***Reprographics work, machines and equipment***

- 1.1 To undertake high-volume printing, copying, laminating, binding, cutting, assembling, collating, folding, stapling, punching, trimming within agreed timescales
- 1.2 To operate heavy duty machinery including photocopiers, punches and guillotines
- 1.3 To ensure photocopiers are fully stocked with paper and toner on a daily basis.
- 1.4 To keep all reprographics machinery clean and in good working order and to advise users of status of machines and provide support and alternatives
- 1.5 To arrange regular servicing of equipment, reporting any necessary repairs/replacements to the line manager and arranging for service engineers to undertake repairs. To ensure up to date DBS details of engineers are forwarded to Reception.
- 1.6 To train new staff and students on use of photocopiers
- 1.7 To provide stock of stationery to staff and students as required; to monitor and replenish stocks of forms in staffroom and labels in the Reprographics Department
- 1.8 To record all books and copyrighted materials copied, advising staff of copyright legislation relating to photocopying
- 1.9 To design the weekly newsletter from information collated and distribute to all staff
- 1.10 To support and advise staff on presentation of work for classroom displays
- 1.11 To advise staff and students on document setup, programme capability and best practice
- 1.12 To design and develop a variety of materials including events (tickets, leaflets, programmes, posters, signage) and academy marketing (graphics, adverts, videos, prospectuses, leaflets, posters, photography and copy-writing) to professional print specifications and standards
- 1.13 To design and maintain corporate document templates to standard academy styles and colours, as required
- 1.14 To design, upload and maintain the staff and student planners to the requirements of the SLT
- 1.15 To monitor and assess equipment suitability and usage including damage and volume, notifying line manager of any replacement equipment requirements

### ***Photography***

- 2.1 To take photos of new staff for uploading to swipe card. To archive photos of staff leavers
- 2.2 To take photographs of academy events, as directed, recording and compiling the best photos for use

### ***Equitrac/Easytrace System Administration***

- 3.1 To set up and deactivate accounts in the Equitrac system, maintain student account credit and resolve issues relating to swipe cards and print queues
- 3.2 To create, monitor and administer department billing codes
- 3.3 To reprint lost or damaged cards and maintain supplies of cards and card holders for students and staff
- 3.4 To print and checking working cards for all new Year 7, 12/13 students to the Academy in preparation for use at the beginning of the academic year, including new staff

### ***Administration, Records & Expenditure***

- 4.1 To create and maintain T-Cards (process lists) for reprographics
- 4.2 To keep up-to-date lists for tutor group, pastoral lists and staff lists to allow distribution of documents to group and staff pigeonholes as appropriate
- 4.3 To record work undertaken and resources used for audit purposes and produce reports for managers
- 4.4 To order necessary supplies and equipment and check and maintain stock levels
- 4.5 To set printing rates and charges for each academic year and enter these on the billing system
- 4.6 To scan, print and store securely, sensitive and confidential documents including signatures and examinations coursework and papers
- 4.7 To support the Exams Officer to organise and prepare all work relating to the exam results during the holiday period
- 4.8 To support the Administration Team with administrative tasks where required

### ***Health & Safety***

- 5.1 To ensure a safe environment is maintained within the Reprographics area, referring any areas of concern to the Line Manager and Facilities team
- 5.2 To complete risk assessments, Accident Forms and other required health and safety documentation for the Reprographics area seeking advice from Line Manager where required

### ***General***

- 6.1 To participate in the appraisal process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- 6.2 To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- 6.3 To ensure that all duties and services provided are in accordance with the academy's Equal Opportunities Policy
- 6.4 To attend required meetings and training

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Head of Academy
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Post holder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

**We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.**

## **PERSON SPECIFICATION**

<b>Criteria</b>	<b>Standard</b>	<b>Essential /Desirable</b>
1. Specialist Knowledge & Experience	<ul style="list-style-type: none"> <li>• Experience of:               <ul style="list-style-type: none"> <li>- using a range of reprographic equipment (or willing to learn)</li> <li>- designing a range of printed materials</li> <li>- maintaining accurate records</li> </ul> </li> <li>• Excellent literacy and numeracy skills including Maths and English GCSE grade 7-4 (or equivalent)</li> <li>• Excellent IT skills including:               <ul style="list-style-type: none"> <li>- Microsoft Office or G-Suite</li> <li>- Mail merge</li> <li>- MS Publisher and/or Adobe Creative Suite</li> </ul> </li> <li>• Knowledge of Health and Safety issues including               <ul style="list-style-type: none"> <li>- manual handling</li> <li>- safe working practices in relation to the handling and usage of hazardous equipment and tools</li> </ul> </li> <li>• Knowledge of copyright legislation relating to photocopying and internet</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Educated to A level standard or equivalent</li> <li>• Experience of working in a school</li> <li>• Experience of using a Mac</li> </ul>	D
2. Organisation & Planning	<ul style="list-style-type: none"> <li>• Experience of managing multiple tasks to deadlines</li> <li>• Ability to plan work on a weekly to monthly basis</li> </ul>	E
3. Problem Solving & Initiative	<ul style="list-style-type: none"> <li>• Creative flair for design work</li> <li>• Experience of using initiative to resolve problems independently</li> <li>• Ability to stay calm under pressure</li> </ul>	E
4. Communication	<ul style="list-style-type: none"> <li>• Excellent communication skills with ability to use clear language to communicate information unambiguously both verbally and in writing</li> </ul>	E
5. People Skills & Customer Focus	<ul style="list-style-type: none"> <li>• Experience of providing excellent customer service with the ability to be proactive and anticipate customer needs</li> <li>• Experience of building and maintaining effective relationships with others and negotiating effectively</li> <li>• Experience of working effectively as part of a team</li> <li>• Demonstrate a commitment to equality</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Experience of training others</li> </ul>	D
6. Safeguarding	<ul style="list-style-type: none"> <li>• Understanding of safeguarding / child protection procedures</li> </ul>	E
7. Other	<ul style="list-style-type: none"> <li>• Requirement to use VDU</li> <li>• Willing to develop and learn in the role and undertake appropriate training courses</li> <li>• Role requires flexibility to meet academy needs including working at Maltings Academy, New Rickstones Academy and Witham Sixth Form Centre.</li> <li>• Able to stand/sit for long periods of time whilst operating machines, computers</li> <li>• Able to lift/carry boxes of paper and consumables</li> <li>• Able to operate hazardous machinery and work at height to reach high-level stock</li> </ul>	E