



Job Description & Person Specification

Repographics Technician

Scale:	Scale 3
Responsible to:	Senior Administrator
Responsible for:	N/A

Job Purpose:	To provide an efficient, accurate and confidential reprographics and printing service for the school, ensuring that teaching, learning and administrative resources are produced to a high standard and within required deadlines. The successful candidate will support staff by managing all aspects of photocopying, printing and finishing services, ensuring resources are produced professionally and within agreed timescales.
Duties & Responsibilities:	- Operate and maintain photocopiers, printers, laminators, binding machines and other reprographic equipment. - Produce high-quality photocopying, printing, laminating, binding and finishing services. - Prioritise workload to ensure urgent requests are completed within agreed timescales. - Process and complete reprographic requests received via email, online systems or paper order forms. - Support the production of displays, signage and materials for school events as required. - Ensure materials are produced accurately and in accordance with staff requirements. - Prepare examination papers and other confidential documents in line with school policy and procedures. - Monitor and maintain adequate stocks of paper, toner, stationery and reprographics supplies. - Order supplies in accordance with school purchasing procedures. - Receive, check and organise deliveries relating to reprographics materials. - Report equipment faults and arrange servicing or repairs where required. - Maintain a clean, safe and organised reprographics area. - Carry out manual handling tasks safely and appropriately. - Report hazards, accidents, equipment faults and near misses promptly in accordance with school policy and procedures. - Maintain confidentiality and comply with data protection requirements when handling examination papers, student information and other sensitive documents.



General:	• Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager. • Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment. • Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy. • Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.
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PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	GCSEs or equivalent at least C/4 grade in English & Maths. First Aid Qualification.	E D
Knowledge & Experience	Recent experience of working in a secondary school.	E
Skills and attributes	Strong organisational skills and ability to prioritise competing demands. Good IT skills, including Microsoft Office applications. Excellent attention to detail and accuracy. Ability to work independently and as part of a team. Good communication and interpersonal skills. The ability to implement whole school policies consistently, including those relating to safeguarding, child protection and student behaviour.	E E E E E E
Personal qualities	Reliable and punctual. Ability to remain calm and effective when working to tight deadlines. Professional Dress	E E E
Other	Committed to equality and diversity. Commitment to own continuous personal and professional development. Committed to our Health and Safety policies and procedures. Compliance to Data Protection Act 2018 and GDPR principles/ requirements. Committed to safeguarding and promoting the welfare of children and young people.	E E E E E



Bridge Academy Trust

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated June 2025.