

# Bridgwater and Taunton College Trust

Reprographics Administrator.



## Reprographics Administration. Grade: BTCT Scale Point 03.

The success of the Bridgwater and Taunton College Trust will be underpinned by two fundamental beliefs:

**Students come first:** First and foremost, the purpose of the Trust is to enable students to achieve their potential, and it is this principle that drives how we make decisions and how we act. It is expected that anyone who joins or forms part of the Trust shares this philosophy.

**We are team players:** Whilst every colleague has a specific role to fulfil, we expect all staff to communicate with compassion, treat others with positive regard, collaborate and behave with professionalism. In our colleagues we seek energy, passion, initiative and cooperation, as well as acting in a way that promotes a positive image of the Trust in the wider community.

### Our values

We are ambitious, collaborative and inclusive.

We believe that every role contributes to our students achieving. We are a values driven organisation and strongly feel a shared sense of purpose. We behave in a way that puts our students at the forefront of our actions and decisions making, we champion equality of opportunity and respect our colleagues, our students and our community. We believe passionately that all individuals are entitled to learn and should be encouraged to do so.

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## Reprographics Administrator.

### Core Purpose

The Reprographics Administrator provides full and efficient reprographic support to all teaching and support staff and manages and oversees the Reprographics room on a daily basis.

### Main Responsibilities

The responsibilities of this role could vary as a result of new legislation, changes in technology or policy changes. This job description is not an exhaustive list of tasks of the role.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. This job description is not a definitive list of tasks of the role.

- Receiving printing/copying requests and fulfilling orders submitted using reprographic equipment.
- Assisting users with special printing / copying requirements – paper sizes; document finishing; laminating; stapling; booklets etc.
- Fixing routine issues, eg paper jams, user-generated errors (wrong paper size etc).
- Maintaining and managing all stock including finalising and placing orders for new materials and paper.
- Undertaking regular, basic maintenance, including changing toner, and safety checks on all School reprographic equipment.
- Arranging for repairs of equipment, as and when necessary, to ensure smooth operation of all equipment.
- Dealing with the service departments of suppliers to ensure service requirements of machinery are met.
- Monitoring records of usage on a monthly basis and reporting on patterns of usage.
- Arranging for collection and disposal of all surplus and unused printed materials and paper.
- Ensuring that the School's Reprographics Room is maintained in a tidy and ordered appearance.
- To provide administrative support to the Exams Officer during this mock and public exam season
- To be first aid trained and provide first aid cover when required as directed by the Office Manager

### Other Duties

- To attend mandatory training courses, e.g., Child Protection, Equal Opportunities and Health and Safety related courses
- To promote and celebrate an approach of equality, diversity and inclusion for all colleagues, students and external stakeholders.
- Responsible for the health and safety of themselves and others
- Responsible for the safeguarding of and promotion of wellbeing for both children and colleagues
- To be a team player and contribute towards the vision, culture and ethos of the Trust
- From time to time you may be required to carry out other duties commensurate with the role.

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### Person Specification

Area to be assessed	Essential criteria	Desirable criteria
<b>Safeguarding</b>	Must be able to demonstrate a commitment to the safeguarding and well-being of children and young people.	
<b>Qualifications/Experience</b>	<p>Ideally to have at least 5 GCSEs at grade C (or equivalent) or above, to include English and Maths</p> <p>Competent in the use a wide range of IT packages</p> <p>Have the ability to be flexible and adaptable to meet the changing needs of the Academy</p> <p>Have a high degree of professionalism, discretion and able to maintain confidentiality</p>	
<b>Knowledge/Skills</b>	<p>Have exceptional communication skills</p> <p>Have outstanding organisational skills</p> <p>Have exemplary interpersonal skills</p> <p>Have excellent customer service skills</p> <p>Committed to continuous professional development, seeking opportunities to constantly improve their practice</p>	

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