



- **Job description – Reprographics Assistant - 22.5 hours per week, term time only
The Becket School**

Job purpose

To provide an efficient and effective reprographics service to all staff within the school and to paying external customer.

Specific responsibilities

- **Operate and maintain reprographics equipment (printers, photocopiers, etc.)**
- **Manage daily print requests from staff and ensure timely delivery**
- **Assist in the preparation of learning materials for teachers and students**
- **Maintain stock levels of paper and consumables, placing orders as required checking invoices and passing for payment.**
- **Ensure the smooth running of the reprographics room, keeping it organised and efficient**
- **Inspect, maintain, and ensure the proper use of reprographics equipment, promptly reporting any faults or defects. Liaise with technicians as needed to resolve any issues and ensure equipment is functioning correctly.**
- **Distribute school mail to staff and departments promptly and accurately**
- **Provide administrative support where needed, including filing and document management**
- **Maintain a high standard of customer service when dealing with staff queries**
- **Assist with any other duties as required by the school**

This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.

The duties and responsibilities of the post will evolve to meet changes in financial regulations, statutory requirements or the natural development of the Academy and/or Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.

About You:

We are looking for someone who is:

- **Organised:** Able to manage multiple tasks and work to deadlines
- **Detail-Oriented:** Focused on delivering high-quality work
- **Technically Competent:** Comfortable using reprographics equipment and computer software
- **Team Player:** Able to work collaboratively with staff and students





- **Proactive:** Take the initiative in addressing tasks and finding solutions
- **Adaptable:** Able to manage a variety of duties and respond to changing priorities

