



the  
**LatimerArts**  
College

**INFORMATION PACK:**

**Reprographics Assistant**



## Job Description

Role:	Reprographics Assistant		
Line Manager	Principal's PA	Direct Reports:	None
Scale:	Grade D	Hours:	25 hours per week, 39 weeks

## General Responsibilities

- To be responsible for providing a reprographics service, ensuring the provision of a high quality reprographics service that serves the needs of the whole school community.

## Specific Responsibilities

- To understand and be fully committed to the duties and responsibilities in relation to child protection and safeguarding young people;
- To provide a timely and efficient reprographics service with duties to include:
  - The photocopying and collation of documents
  - Binding, laminating and scanning
  - The production of documents and curriculum materials such as hand-outs, posters, booklets, worksheets etc.
- To ensure that work from staff is scheduled efficiently so that important timescales are met and the reprographics service is efficient and serves the needs of the school;
- To ensure that resources are distributed to staff effectively, with a system of collection for completed requests;
- To provide advice to staff on copyright legislation when necessary. To keep records of copyright information and make such information available as and when required;
- To ensure all photocopiers and reprographics machinery is cleaned on a regular basis and fully stocked with paper, toner etc.
- To liaise with IT Services regarding ordering photocopier / poster printer consumables, i.e. staples, toner cartridges and also reporting faults;
- To keep accurate and up to date stock records;
- To order the necessary resources for the reprographics area e.g. paper, card, poster paper, laminate pockets, and liaise with suppliers of paper and any other relevant resources to obtain best value for money;
- To record information for the Finance Department to bill for stock used by departments;
- To ensure that the reprographics centre is kept tidy and complies with health and safety;
- To exercise proper and absolute integrity in respect of all confidential matters including the confidentiality of personal and sensitive information;
- To undertake any additional duties as deemed reasonable by the Principal.

# THE LATIMER ARTS COLLEGE

## Person Specification: Reprographics Assistant



SELECTION CRITERIA (no priority order)			
Qualifications	Essential	Desirable	Method of Assessment
Appropriate level of Literacy and Numeracy skills, equivalent to level 2 or above	X		Application form / verified at interview

Working with Children and Young People	Essential	Desirable	Method of Assessment
Knowledge and experience of the requirements of safeguarding within schools, including Child Protection		X	Application form / interview
Motivation to work with children and young people	X		Application form / reference / interview
Commitment to, and belief in, the equal value of all students	X		Application form / reference / interview
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		Application form / reference / interview

Knowledge and Experience	Essential	Desirable	Method of Assessment
Proven work experience in administration / office environment	X		Application form
Prior relevant experience of operating photocopiers and other reprographics equipment		X	Application form

Skills	Essential	Desirable	Method of Assessment
Competent basic ICT skills, especially in the use of Word and Excel	X		Application form / interview
Experience of using Publisher		X	Application form / interview
Appropriate level of data protection, security and confidentiality awareness	X		Application form / interview
Efficient and organised: able to work independently and manage time effectively	X		Application form / interview
Able to prioritise workload	X		Application form / interview

Personal Qualities	Essential	Desirable	Method of Assessment
Able to work as part of a team	X		Application form
Accurate, consistent and having attention to detail	X		Application form / interview
Willing to be flexible and adaptable	X		Application form / interview

Additional Requirements	Essential	Desirable	Method of Assessment
First aid training		X	Application form
Willing to contribute to the wider aspects of school life		X	Interview