



Reprographics Technician

Recruitment Pack 2025





WELCOME

Thank you for your interest in this role.

Belper School and Sixth Form Centre is an exceptional place. We combine strong academic standards, a rich & inspirational curriculum, and a caring & supportive ethos to provide the best education we can for our wonderful students. We also like to think we are a great place to work, and Ofsted agreed. (*"Staff are happy and proud to work at the school. Leaders are considerate of staff's workload and well-being"* OFSTED, 2022)

The school has been proud to serve the thriving community of Belper and surrounding villages for over 50 years. Belper in Derbyshire is on the edge of the Peak District with good road and rail links to other parts of the country. It is situated in the Derwent Valley World Heritage Site and has previously won the Best High Street and Market Town in the UK award. Belper has a creative and inclusive community and hosts an annual arts festival and a very popular Pride event.

Our vision is encapsulated in the phrase **"Create Your Future. Be who you are and become who you aspire to be"** and this vision guides our educational direction. We want to provide our students with the qualifications, knowledge, and skills they need to have happy and successful lives. We know that our students leave Belper well prepared to thrive as adults and we are proud of what our alumni achieve; from international athletes, to space engineers, from creative professionals, to self-employed entrepreneurs and much, much more. To provide the best education we can, we understand how important it is to recruit, retain and invest in our staff. We see our school as one community of families, students, teaching staff, support staff, leadership staff, and governors all working together.

We prioritise staff wellbeing and understand how this links to our staff retention remaining high. The Senior Leadership Team are always visible in school, working hard to bring out the best in our staff. We have a strong and committed governing body who take their roles and responsibilities seriously.

Belper School and Sixth Form Centre is a lively and successful school of just under 1200 students including 150 Sixth Formers. It has been a Foundation School since 1998 and is now in the early stages of applying to join the Embark Federation.

At Belper School we believe passionately in an inclusive approach to education and in promoting the personal development of every student. We have a distinctive ethos, which marks us out from many other schools. While we value academic achievement and strong exam results, we also believe it is our duty to create responsible citizens for the future. Self-respect and respect for others are central to that belief.

We keep the students at the school central to the decisions we make. Visitors often comment on the very positive feel of the school. Their conduct in lessons and around the site is excellent. (*"Lessons are calm and orderly"* OFSTED, 2022) Belper is a school where teachers can truly focus on teaching.



ABOUT OUR SCHOOL

Belper School & Sixth Form Centre is a popular and high achieving foundation school at the heart of the picturesque Derbyshire town of Belper. We have 1200 students on roll with 150 in the sixth form and employ over 170 staff.

- Belper School is a non-uniform school and students address teachers by their first names. This is an important part of our ethos.
- We are a very friendly school with a positive atmosphere, and we work hard to ensure that every child feels valued and respected. *"There are positive relationships between staff and pupils. Pupils are happy at school."* (OFSTED, 2022).
- The foundation of our school is our caring and supportive highly inclusive ethos. *"Belper School and Sixth Form Centre is an inclusive school ... Pupils can 'be who they are' and have their own identity"* (OFSTED, 2019).
- Our students are exceptionally understanding. *"Pupils are kind and considerate. They accept others' differences"* (OFSTED, 2019).
- We provide a very broad and inspirational personal development and enrichment curriculum *"Leaders have developed a well thought out programme for pupils' personal development. ... Pupils value the range of activities that the school offers"* (OFSTED, 2022).
- We have a wide range of academic courses *"Curriculum plans in the sixth form are well developed and the work that teachers set is demanding"* (OFSTED, 2022).
- Our pupils mostly achieve strong examination results although a small minority have struggled since Covid with their attendance due to health concerns. The school was ranked in the top 10 schools in Derbyshire at KS4 for EM5+ in 2023. *"Leaders have high expectations of all students in the sixth form. Students say that teachers want the best for them."* (OFSTED, 2022).
- Improving teaching and learning is central to our mission to be the best school we can possibly be. *"Leaders have a sharp focus on improving the curriculum. In most subjects, curriculum plans are ambitious and well thought out."* (OFSTED, 2022).
- We see ourselves as being at the centre of the local community and have strong links with other local schools and organisations. We also strive to maintain excellent relationships with the families of our students.
- Well over 80% of the pupils from our main feeder schools typically choose to come to us in Year 7 and we are usually oversubscribed which facilitates the building of very strong links with Key Stage 2.



THE ROLE

We are seeking to appoint a Reprographics Technician. The successful candidate will provide reprographics services to the school, ranging from photocopying and laminating to ensuring the maintenance of the reprographic equipment.

Reprographics support is an essential to both staff and students within the school and by providing this service you will become a vital member of our school community. The successful candidate will have previous Office experience and a commitment to safeguarding and our school vision and ethos.

If this role is of interest to you, please read the recruitment pack for further details about the role and how to apply.

Belper School and Sixth Form Centre is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. As this post involves regulated activity, references and online searches will be conducted for shortlisted candidates, successful appointments are subject to an enhanced Disclosure and Barring Service check and relevant recruitment checks that comply with guidance in the most recent version of Keeping Children Safe in Education. We are committed to equality of opportunity in employment and services.



APPLICATION METHOD

Role Type: Permanent

Salary: Grade 4: £10,674-00 p.a (Actual Salary, Includes holiday pay)

Hours: 18 hours 45 minutes per week, 40 weeks per year

Application closing date: Midnight Wednesday 26 March 2025

Interview Date: Provisionally during the week commencing 31 March 2025

Start Date: As soon as possible following pre-employment checks

Please read the person specification for the post and if you think that you meet the requirements and the post offers the challenge and opportunity you are seeking, we would be delighted to hear from you.

Applications can be made via teaching-vacancies.service.gov.uk or via the Derbyshire County Council online jobs page. Alternatively, application forms can be downloaded via our school website. Please use the personal/supporting statement section to write your letter of application. You should detail your experience and reasons for applying with the application form.

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Shortlisted candidates will be contacted by email. If you have not heard from us by 4 April 2025, please assume you have not been successful on this occasion.

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Role Description and Person Specification

Post title:	Reprographics Technician
Grade:	Grade 4
Job Family:	Business and Public Services
Responsible to:	Network Manager
Hours of work:	18 hours 45 minutes per week Wednesday: 8.15am – 3pm with half an hour for lunch Thursday: 8.15am – 3pm with half an hour for lunch Friday: 8.15am – 3pm with half an hour for lunch
Weeks of contract:	40 weeks per annum (38 weeks term time plus INSET days and 5 days during the school holidays)

Role Description

Purpose of the Post

- To provide reprographic services to the school including printing, copying, laminating, binding, and other document finishing services, ensuring timely completion of requests and adherence to deadlines
- To Operate all reprographic equipment (photocopiers, printers, laminators, etc.), troubleshooting issues, performing routine maintenance (e.g., toner changes), and arranging repairs with external suppliers when necessary

Key Tasks and Responsibilities

- To provide reprographic services to the school including printing, copying, laminating, binding, and other document finishing services, ensuring timely completion of requests and adherence to deadlines
- To Operate all reprographic equipment (photocopiers, printers, laminators, etc.), troubleshooting issues, performing routine maintenance (e.g., toner changes), and arranging repairs with external suppliers when necessary
- Manage reprographics supplies, including ordering consumables (paper, toner, etc.)
- maintaining stock levels, and recycling ink cartridges/toner bottles
- Establish and manage a job flow system, communicating with staff about job status and deadlines
- Provide guidance and support to staff on the safe and effective use of reprographic equipment.

- Quality assure documents before copying to maintain a professional school image
- Calculate department recharges for the Finance department and provide information to facilitate the invoicing of private copying to maximise school income
- Draw attention to Copyright legislation and refer to the Network Manager in relation to any potential problems
- Communicate effectively with staff to provide excellent service and timely delivery of work
- Maintain a tidy and organised work environment in all reprographics areas
- Respect the confidentiality of all school-related information
- Participate in professional development activities, including training and performance reviews
- Contribute to the overall ethos and aims of the school
- Establish constructive relationships with colleagues

Line management or supervisory responsibilities (if applicable)

- None but may be required to assist in basic training or induction of new colleagues

Supervision received (if applicable)

- Line manager is the School Network Manager

Corporate Responsibilities

- To be aware of and comply with school policies and procedures
- To work towards the school vision and in support of the school's ethos and aspirations
- To comply with the school Code of Conduct
- To comply with health and safety policies and procedures
- To maintain confidentiality and observe data protection and associated guidelines, complying with GDPR
- To receive safeguarding training and comply with school policies and procedures
- To carry out the duties and responsibilities of the post in compliance with the Equalities Act and the school's equal opportunities policies
- To act with honesty and integrity and in accordance with the school's financial regulations
- To act appropriately and professionally, and to treat others with courtesy, respect and consideration

Please note that this job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that post holder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher

Person Specification

A – application form R- references I – interview T - task

Knowledge and Skills Essential	Evidenced by A, R, I, T
• Ability to operate photocopiers including basic user maintenance, following training. • Ability to communicate effectively. • Understanding of issues of confidentiality • Ability to work accurately under pressure and to meet deadlines. • Ability to operate photocopiers including basic user maintenance, following training • Experience of working in an office environment • Good ICT skills	
Knowledge and Skills Desirable	Evidenced by A, R, I, T
• Experience of working in Reprographics • Experience of working in a school environment • Working knowledge of Word or similar and Excel or similar • Awareness of policies and procedures relating to health and safety, equal opportunities, data protection and other relevant to duties performed	

Personal Qualities Essential	Evidenced by A, R, I, T
• Integrity, showing trustworthiness • Patient, tactful and approachable • Ability to relate to students aged 11 to 18 • Ability to work co-operatively and flexibly as part of a team • Takes care and pride in all tasks given • A commitment to the school's equal opportunities policy • A commitment to the safeguarding and welfare of children	

Qualifications Desirable	Evidenced by A				
▪ Grade 4 (C) or above in GCSE Maths or equivalent ▪ Grade 4 (C) or above in GCSE English or equivalent	<table> <tr> <td>D</td><td>ARI</td></tr> <tr> <td>D</td><td>ARI</td></tr> </table>	D	ARI	D	ARI
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Corporate Competencies Essential		Evidenced by A, R, I	
• General knowledge and understanding of the requirements of a school environment • Ability to relate to students aged 11 to 18 • Punctuality and reliability • Understanding of the importance of safeguarding and the welfare of children, and a commitment to remaining up to date with requirements of the role in this area • Understanding of the importance of financial rules and procedures and a commitment to remaining up to date with the requirements of the role in this area • Understanding of the importance of health and safety rules and procedures and a commitment to remaining up to date with the requirements of the role in this area • Understanding of the importance of Equalities Act requirements and a commitment to remaining up to date with the requirements of the role in this area • Understanding of the need for confidentiality and knowledge of data protection principles	E	ARI	
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