



## Job Description

KEY INFORMATION	
Post title:	Reprographics Technician
Grade:	
Responsible to:	Business Manager
Responsible for:	N/A

OVERALL PURPOSE OF JOB
Provide an efficient and effective reprographics service to the school, as well as undertaking general administrative and practical duties to support the main office.

MAIN DUTIES AND RESPONSIBILITIES	
1	Be responsible for the reprographics service at the school, prioritising and managing workload to ensure an efficient reprographic service is provided
2	Organise servicing and maintenance of all reprographics equipment, ensuring it is up to date and appropriate records are kept
3	Manage the effective operation of the reprographics service, including the job request system, meeting of deadlines and communicating with staff when jobs are ready to collect
4	Prepare orders for printing and photocopying supplies and maintain stock control, ensuring sufficient printing resources are available across the site at all times
5	Assist all staff with any printing requirements, providing support and advice
6	Liaise with IT staff regarding photocopiers and printers around the school when necessary
7	Maintain the reprographics room and areas around each copier, keeping them tidy, well organised and ensuring paper, toner and other items are stored safely
8	File and sort paperwork, including incoming and outgoing post, transmitting documents to the appropriate people
9	Assist with general administration tasks as required, including compiling standard letters, documents and orders, using electronic systems (e.g. SIMS) and supporting in the school office



<b>GENERAL RESPONSIBILITIES</b>	
1	Uphold professional standards for the role and follow all school and Trust policies and procedures.
2	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times.
3	Participate in performance management and take part in appropriate training and development activities.
4	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.
5	Undertake other reasonable duties as requested, in accordance with the changing needs of the organisation.

## Person Specification

*All points are essential unless otherwise specified*

Qualifications	
1	Good standard of literacy and numeracy
2	<i>Other further relevant qualifications, e.g. NVQ in Business and Administration, customer service qualification (desirable)</i>
Experience	
1	Experience of working in a reprographics role and/or using photocopying and printing machines and equipment
2	<i>Experience of working in an administrative role (desirable)</i>
3	<i>Experience of working in a school or educational environment (desirable)</i>
Skills/Knowledge/Abilities	
1	Ability to use a range of computer systems and software packages, including standard packages (e.g. Microsoft, Google suite)
2	Good written and verbal communication skills with the ability to communicate effectively and clearly with a range of staff and students
3	Ability to follow and work within routine administrative processes and procedures
Personal Attributes	
1	Ability to work successfully alone and as part of a team
2	Ability to work well under pressure and manage competing deadlines
Safeguarding	
1	Demonstrate a commitment to safeguarding children and ensuring the welfare of children
2	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour
3	Satisfactory Enhanced DBS check