**Job Description**

**Post Title: Reprographics Technician**

**Location: George Spencer Academy**

**Salary/Pay Range: NJC3 – NJC5**

**Hours of work: Part Time 20 hours per week,**

**Term Time + 1 week (working 40 weeks a year)**

**Reporting to: Operations Manager / Vice Principal**

**Purpose of Role**

Part of the resource support team which includes the IT Technician and Information Manager, the Reprographics Technician will provide a full reprographics service to staff and students and help to promote a positive image of the school through the production of professional documents for both internal and external use.

**Nature and Scope**

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

**Main Duties and Responsibilities**

* Photocopy material for school use, including internal examination papers and other booklets and leaflets as required.
* Photocopy students work as requested, ring bind assessment folders, laminate sheets and advise on the presentation and layout formats.
* Assist with the making of displays around the school and promotion of a consistent approach.
* Finishing copied items by trimming, binding or laminating.
* Work out timescales, costs and the number of copies required including handling/storing stock.
* Monitor the progress of the copying run and quality check samples.
* Monitor the use of photocopying paper by faculties including use of colour compared to black and white copying.
* File and up-date school documents e.g. school maps, report cards, general information.
* Ensure that the reprographics room is kept in a clean and tidy manner ensuring that all Health and Safety regulations are adhered to.
* Order paper and materials as and when required and disseminate to departments as necessary.
* Organise service and repair of equipment by liaising with outside agencies.
* Perform basic equipment maintenance and cleaning.
* In the event of staff absence, assist with copying of cover work potentially on the day and deliver to classrooms.
* Production of staff and student ID cards.
* Assisting with control of photocopying equipment across the site, responding to fault reports, contacting service engineers, maintenance of paper stock levels.
* Supporting the exams office as and when required including the photocopying of exam scripts and PPE (mock) exam scripts.

**General**

* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
* Participate in the Trust Professional Performance Review process and undertake professional development as required.
* Adhere to all internal and external deadlines.
* Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post-holder may be required to carry out other duties as required by the Trust.

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

Name

Signature

Date

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications and experience** | | |
| Good standard of education especially with regard to literacy and numeracy skills.  GCSE Maths and English grade C or equivalent  Current First Aid qualification or willingness to undertake First Aid Training  Previous experience of working in a school/academic environment | \*  \* | \*  \* |
| **Knowledge and skills** | | |
| A sound understanding of reprographics technology.  Experience in the use of ICT applications including word processing, spreadsheets, email, desktop publishing etc.  An artistic flair for the layout and production of documents and brochures.  Word processing and ICT skills – able to use a range of software packages.  Literate – excellent standard of grammar, punctuation and spelling.  Numerate – able to receive and record cash. | \*  \*  \*  \*  \*  \* |  |
| **Personal qualities** | | |
| Excellent interpersonal skills – able to deal with a variety of people  Good communication skills  Good time management skills – be able to prioritise work  Able to keep calm in difficult situations  Able to operate effectively as a member of a team and with minimum supervision  Highly dependable, totally trustworthy and able to meet deadlines  Self-motivated and flexible – to meet peaks and flows of workloads  Understanding of the importance of confidentiality and an appreciation of the implications of the Data Protection Act  Understanding of the context in which schools operate  An understanding of Health and Safety issues relevant to the post  A commitment to on-going personal development and willingness to undertake appropriate training  Good record of attendance and punctuality  Ability to evaluate own development needs and those of others and to address them  Commitment to the highest standards of child protection and safeguarding  Recognition of the importance of personal responsibility for health and safety  Not barred from working with children  Commitment to the Trust’s ethos, aims and whole community. | **\***  **\***  **\***  **\***  **\***  **\***  **\***  **\***  **\***  **\***  **\***  **\***  **\***  **\***  **\***  **\*** | **\*** |