

### Job Description

<b>Post:</b>	Reprographics Officer
<b>Pay Scale:</b>	Grade 3 (SCP 5-6)
<b>Responsible to:</b>	Office Manager
<b>Main Location:</b>	School Based

### Main Duties

- Manage and organise the school reprographics facility ensuring efficient and economical use of the relevant equipment (to include): Photocopier, Rapid 106 electric saddle stapler, Acco Rexel CWB406e, Flowline pro electronic comb and wire binding machine, Hayden Bind-it Senior bind thermal binding machine, Ideal 3905 A3 safety guillotine, Peak IP452 A2 laminator, Desk top PC
- To operate reprographic equipment to produce copies of learning materials and school publications as necessary to required deadlines.
- Ensure the equipment is maintained to a high standard and repaired as necessary.
- Organise/ prioritise workload to meet deadlines.
- Design/create documents and templates using Microsoft Office and Adobe packages.
- To laminate/bind documents and publications to a high standard.
- Source information for departments and the school website.
- Upload/download information onto the school website.
- Bulk email whole school documents.
- Scan documents.
- Monitoring and ordering of stock for the facility. Maintain all records and inventories.
- Advise the Headteacher of the development of the facility.
- To ensure copyright regulations are observed.
- Calculate individual departmental expenditure with regards to photocopying and printing - half termly.
- To keep records and take payment for replacement journals and forward to Finance Office.
- To ensure health and safety regulations are adhered to within the designated area of equipment operation.

### Professional standards and development

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the School's policies and ethos.
- Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network.

- Responsible for the health, safety and welfare of self and colleagues in accordance with the School's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

### **Continuing professional development and formation**

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process - evaluating and improving your own practice.

### **General Responsibilities**

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

*These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.*

*The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.*

*It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.*

*The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation or marital status or whether you are pregnant or on parental leave or from a socio-economic background. We welcome applicants from all communities and from people that identify with those characteristics.*

<b>Person Specification</b>		
<b>Key E</b> Essential, <b>R</b> References, <b>I</b> Interview, <b>C</b> Certificate, <b>D</b> Desirable, <b>A</b> Application		
	<b>Essential / desirable</b>	<b>Evidence</b>
<b>Qualifications</b>		
GCSE English and Mathematics at Grade A*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent	Essential	A/C
To be willing to undertake appointed person certificate in first aid	Essential	A/C
<b>Knowledge &amp; Experience</b>		
Previous experience of printing and document publishing work, to include practical experience of reprographics and publishing equipment	Desirable	A/I
Previous experience of working in a similar role in an educational setting.	Desirable	A/I
Knowledge and experience of Microsoft Packages including Word, Excel, Publisher, PowerPoint and electronic communication.	Essential	A/I
Understanding of the importance of safeguarding/ child protection when working in a school setting	Essential	A/I
Knowledge and experience of Adobe Creative Studio including Illustrator and Photoshop	Desirable	A/I
Able to organise own workload and prioritise tasks/ solve problems within a busy environment	Essential	A/I/R
Knowledge of data protection and understanding of the importance of maintaining confidential information.	Essential	A/I
<b>Technical Skills &amp; Ability</b>		
Excellent organisational skills, with the ability to work to tight deadlines.	Essential	A/I
Good communication skills and an ability to relate well with others.	Essential	A/I
Ability to work on own initiative as well as part of a team.	Essential	A/I
Ability to establish working systems and ensure an efficient working environment	Essential	A/I
Able to follow instructions and work within policies and procedures without direct supervision	Essential	A/I

<b>Special Working Conditions</b>		
Ability to attend occasional meetings out of school hours	Essential	A/I
<b>Personal characteristics</b>		
Professional appearance and manner, with the ability to promote a positive ethos in school	Essential	A/I
Keen to continually learn, develop and extend own working practices and willing to participate in training and development opportunities	Essential	A/I
Flexible in approach and able to meet the changing demands of the role	Essential	A/I
Flexible and dedicated approach to work	Essential	A/I/R
Commitment to Safeguarding and protecting the welfare of children and young people	Essential	A/I/R
Commitment to equality and diversity	Essential	A/I
Commitment to good attendance at work	Essential	A/I/R
Commitment to continuing professional development	Essential	A/I/R