

Robert Clack School of Science

Executive Headteacher : Mr R.V.A. Taylor B.Sc., (Econ) (Hons)



RECRUITMENT PACK

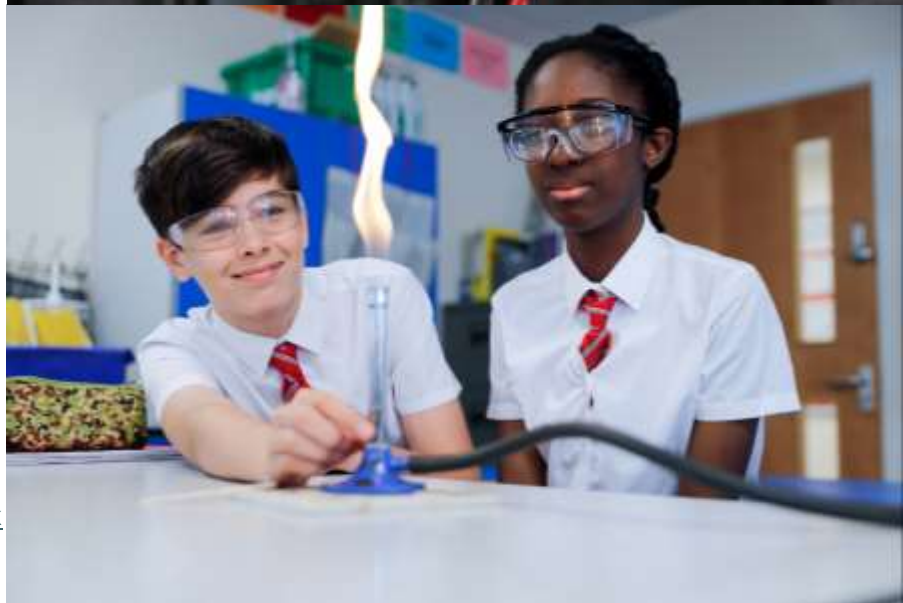
REPROGRAPHICS TECHNICIAN

Tel: 020 8270 4200

Website: www.robertclack.co.uk

Email: office@robertclack.co.uk

Recruitment queries: eselson@robertclack.co.uk



Welcome to Robert Clack School

As a former pupil and member of staff for the past 20 years, Robert Clack School and our pupils mean a great deal to me. I believe that Robert Clack is a very special place; we have a strong sense of community and strive for excellence in all that we do.

We are committed to delivering a broad and balanced education, one which appreciates the importance of academic qualifications, but one which also recognises the value of vocational qualifications and the extra-curricular of sport, drama, music, the arts and debate.

Our ethos permeates every aspect of life at Robert Clack School and cultivates the values of mutual respect, compassion, discipline, high expectations and aspirations and hard work. By embracing these values, we believe that our pupils will be able to fulfil their ambitions in life, whatever they may be.

I am delighted that you are interested in pursuing a career at Robert Clack School. Please find enclosed information relevant to the role you may wish to apply for.

Good luck and best wishes.

Russell Taylor
Executive Headteacher



The Recruitment and Application Process

To view the job description, person specification and to download an Application Form please follow this link to the School website: www.robertclack.co.uk

Please submit completed applications by e-mail to: humanresources@robertclack.co.uk

Please note that CVs will only be accepted if accompanied by an application form.

If you have any queries about the application process, you are welcome to contact the School's HR Assistant, Maddie Brown on 020 8270 4200 or on humanresources@robertclack.co.uk

Safeguarding and Promoting the Welfare of Children and Young People Note:

Robert Clack School is committed to safeguarding and promoting the welfare of children and young people. Successful applicants must be willing to undergo identity checks, checks with past employers, an online internet search and an enhanced Disclosure & Barring Service check.

Key dates:

Closing date for receipt of applications:

Interviews to be held:

Commencement date in post for successful candidate:

Advertisement

REPROGRAPHICS TECHNICIAN

SALARY: Scale 3. Exact salary; £25,207 - £25,566 per annum

APPOINTMENT: 35 hours per week, 8.00am to 4.00pm with one hour unpaid lunch break, Monday to Friday, term-time only

CONTRACT DETAILS: Permanent

We currently have an exciting opportunity for a Reprographics Technician to join our team. The post holder will provide full and efficient reprographic support to all staff, producing high quality documents and resources. You will also manage the reprographics office on a day-to-day basis, balancing different demands and being responsive and prompt to staff requests. Please note that this is a very busy role that provides reprographics support to four different school sites.

The successful candidate will be required to have the following skills and experience:

- Excellent communication skills;
- Experience of working in an office / reprographics environment;
- Ability to follow school policies, procedures and instructions;
- Work methodically, with good attention to detail;
- Able to show initiative and to prioritise effectively;
- Patience and a calm manner;
- Ability to problem solve and to resolve minor technical difficulties;
- Ability to maintain a high level of accuracy whilst working with a high workload.

REQUIRED FOR: As soon as possible.

APPLICATION CLOSING DATE: Thursday 15th October 2026

INTERVIEWS TO BE HELD: To be confirmed.

Job Description



Job Title:	Reprographics Technician
Working Hours:	Full-time, 35 hours per week, term time Hours of work – 8.00am to 4.00pm (1 hour unpaid lunch break)
Department:	Whole School
School:	Robert Clack School Although you may be based on one school site, your role is not site specific.
Reports to:	School Business Manager
Responsible for:	N/A
Number of Posts Supervised/Managed:	N/A

1. Purpose of the Job:

To provide a first-class reprographics service to all staff and to manage/maintain the school's reprographic and print equipment on a day-to-day basis.

2. Main Activities:

- Copy and print all required resources, including internal examination papers, revision guides and other documents, for staff.
- Advise and organise special printing / copying requirements – paper sizes, document finishing, stapling; booklets etc.
- Establish and operate a system to manage the flow of jobs through the reprographics department and ensure that key deadlines are met. To communicate this to staff.
- Be responsible for repair and maintenance, quality, safety and effective operation of the school's reprographic equipment including photocopiers, printers and laminators, ensuring that equipment is always ready for use
- Troubleshoot errors and fix routine issues, e.g. paper jams, user-generated errors (wrong paper size etc.).
- Liaise with relevant external suppliers / engineers as required.
- Demonstrate and assist with the safe and effective use of reprographic equipment/materials.
- Provide support and training for other users in the school on photocopying and scanning
- Maintain and requisition all associated stock including consumables (paper, toners etc.)
- Maintain printers and multi-function devices around the school in terms of refilling printer toner and ink cartridges, head cleaning and alignment.
- To adhere to the School's values regarding best value, ensuring that all photocopying and printing is carried out in the most cost effective way, whilst ensuring quality outcomes.

- To liaise with the IT team regarding machines around the school when necessary.

- Maintain a tidy and orderly working environment around all reprographics facilities.
- Respect the confidentiality of all matters relating to the school, pupils and staff at all times.

3. Statutory Requirements:

This post carries a requirement to have an enhanced Disclosure and Barring (DBS) check for Children.

4. General Accountabilities and Responsibilities:

- Comply at all times with the Council and School's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity, Health & Safety and Safeguarding.
- Undertake a proactive, committed approach towards the School's values and ethos.
- Comply with the competencies and standard requisites agreed by the School as relevant to your post.
- Promote the development of a high quality individual need led service, to comply at all times with the Council's and School's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.
- Comply with the Data Protection Act 2018 and associated General Data Protection Regulations (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
- Take responsibility for continuing self-development and participate in training and development activities.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the post holder.

Person Specification

Post Title:	Reprographics Technician	Grade:	Scale 3
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Attributes	Criteria	Assessment Method	Essential	Desirable
Experience	• Relevant administration experience. • Experience of working in an office/ reprographics environment. • Experience of working in a school or similar environment. • Experience of using Management Information Systems (MIS) • Experience of working on own initiative and within a team.	Application form, interview and task at interview	X X X X	X
Education, Training & Qualification	• Excellent numeracy and literacy skills. • Good general standard of education.	Application form and task at interview	X X	
Professional Relationships	• Excellent customer service and verbal communication skills when dealing with pupils, parents, visitors and colleagues. • Ability to work effectively, supportively and professionally within a team. • Able to work under direction and follow guidelines/instructions	Application form and interview	X X X	

Safeguarding and Equality & Diversity	• A commitment to the safeguarding and welfare of children. • Knowledge, understanding and commitment to equal opportunities and diversity. A commitment to continuing professional development.	Application form and interview	X X	
Knowledge, understanding and skills	• Good standard of ICT • Ability to problem solve and resolve minor technical difficulties relating to reprographics. • To be able to work in accordance with the school's health and safety policies • Good organisation, planning and the ability to prioritise effectively. • Ability to work methodically with good attention to detail. • Ability to work calmly under pressure, specifically when handling a high workload and varying demands. • Basic knowledge of confidentiality and ability to maintain confidentiality with regard to all school matters.	Application form, interview and task at interview	X X X X X X	

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