



Job Description

Reprographics Technician

Purpose	As a member of the Operations Team, the Reprographics Technician will provide an efficient, professional and responsive reprographics service to support teaching, learning and the wider operational needs of the school. The postholder will be responsible for the production, printing, copying, scanning, laminating, binding and distribution of a wide range of high-quality teaching, administrative and promotional materials. The role will also have responsibility for supporting the visual presentation of the school through the creation and updating of displays, as well as the taking, maintaining and uploading of staff and student photographs to the school's Management Information System (MIS). In addition, the postholder will be responsible for the creation, updating and maintenance of staff and Sixth Form lanyards, ensuring that identification materials are accurate, professional and produced in accordance with the school's safeguarding and data protection procedures. The successful candidate will work closely with teaching, support and administrative staff and will contribute to the smooth and professional running of the school.
Reporting to	Operations Officer
Salary	Grade 14
Key Responsibilities	Reprographics and Printing • Provide a professional, efficient and responsive reprographics service to teaching staff, support staff and school leaders • Produce high-quality teaching and learning materials, including worksheets, booklets, assessments, examination materials, revision resources • Produce administrative and communication materials including, forms, posters, programmes and information leaflets • Photocopy, print, scan, collate, laminate, bind, cut and finish documents as required • Process reprographics requests within agreed timescales, prioritising urgent and time-sensitive requests appropriately • Operate photocopiers, printers, laminators, binding machines, guillotines and other reprographics equipment safely and efficiently • Undertake basic troubleshooting of reprographics equipment and report faults where appropriate • Liaise with external suppliers or service engineers regarding equipment maintenance and repairs as required • Monitor stock levels of paper, toner, card, laminating pouches, binding materials and other consumables • Place or assist with orders for reprographics supplies within agreed procedures and budgets • Maintain accurate records of stock and equipment where required • Maintain a clean, safe and organised reprographics area

- Ensure confidential and sensitive documents are handled securely and disposed of appropriately

Examination Periods and Working Hours

- Provide additional support to the reprographics service during the Academy's examination periods, when there is an increased volume of confidential and time-sensitive work
- Be required to start work at 8.00 am during examination periods to ensure that examination papers and other essential examination materials are prepared, printed and ready within the required timescales
- Ensure all examination materials are handled with the highest levels of confidentiality and in accordance with examination regulations and school procedures
- Work flexibly during examination periods to respond to the increased demands of the reprographics service
- Prioritise examination-related work appropriately and work to strict deadlines, maintaining a high level of accuracy at all times
- Liaise with relevant staff regarding the preparation, production and secure handling of examination materials

School Displays and Visual Presentation

- Work with faculties and colleagues to produce attractive, informative and engaging classroom, corridor and communal-area displays
- Support the promotion of student achievement, curriculum areas, school values, enrichment activities, events and whole-school initiatives through displays
- Regularly review displays and replace outdated, damaged or worn materials
- Contribute ideas to improve the visual presentation and environment of the school
- Ensure displays reflect the school's ethos, values and visual identity

Staff and Student Photography

- Organise and coordinate photography for new staff and new students
- Ensure photographs are correctly identified, cropped and formatted for their intended use
- Maintain an organised digital photographic record in accordance with school procedures
- Upload and maintain staff and student photographs on the school's Management Information System (MIS)
- Liaise with appropriate colleagues regarding missing, outdated or incorrectly assigned photographs
- Follow all school procedures relating to parental consent, student photography, safeguarding, confidentiality and data protection
- Ensure photographs are stored, accessed and used securely and appropriately

Staff and Sixth Form Lanyards

- Create, produce and maintain Staff and Sixth Form lanyards in accordance with the school's identification and safeguarding procedures
- Take and/or manage photographs required for Staff and Sixth Form lanyards.
- Produce lanyards for new members of staff and Sixth Form students
- Update lanyards when photographs, names, roles or other relevant information changes
- Ensure all lanyards are professionally produced and meet the school's agreed design and presentation standards.
- Maintain appropriate stocks of lanyard cards, holders, clips and associated materials
- Liaise with relevant staff to ensure accurate information is used when producing lanyards
- Ensure all personal information and photographs used on lanyards are handled securely and in accordance with GDPR, safeguarding and school data protection procedures

**Additional
Responsibilities**

Support for School Events and Activities

- Provide reprographics and printing support for parents' evenings, open evenings, examinations, assemblies, school productions, awards ceremonies and other school events
- Produce event programmes, signage, displays and other materials as required
- Support departments and school leaders with the preparation of materials for special events and activities

Customer Service and Communication

- Provide a helpful, professional and courteous service to all staff
- Advise colleagues on suitable paper, printing, finishing and presentation options
- Manage competing requests effectively and communicate realistic timescales
- Develop positive working relationships with teaching staff, support staff, students and external suppliers
- Maintain a professional approach at all times

Administration, Confidentiality and Compliance

- Maintain confidentiality when dealing with student, staff, examination, safeguarding and other sensitive information
- Comply with the school's policies and procedures relating to safeguarding, GDPR, data protection, confidentiality, health and safety and information security
- Ensure secure handling and disposal of confidential printed materials
- Undertake relevant training and professional development as required

- Contributing to the overall ethos/work/aims of the Academy, appreciating and supporting the role of other professionals
- Attending relevant meetings, as required
- Participating in training and other learning activities and performance development, as required
- Assisting with the supervision of students out of lesson times, including before and after school and at lunchtimes, as required
- Undertake additional duties commensurate with the grade as directed by your line manager
- Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation

The Trust recognises that the following skills are required for this post:

Relating to others

- Impact and influence: the ability and the drive to produce positive outcomes by impressing and influencing others
- Team working: the ability to work with others to achieve shared goals
- Understanding others: the drive and ability to understand others, and why they behave like they do

Developing people

- Encourage staff to work together and share expertise within and across teams

Reflecting

- Reflect on personal and professional development
- Use feedback from all levels of the Trust to help improve the way you work
- Be aware of your own skills of self-management as regards time and prioritising workload

Inspiring

- Be able to inspire staff and pupils with the highest standards and expectations
- To ensure the aims, priorities and policies of the Academy and Trust are adhered to

	• Act as a positive representative and always advocate of the Academy and its students in all circumstances • Assisting with the supervision of students out of lesson times, including before and after school and at lunchtimes, as required • Undertake additional duties commensurate with the grade as directed by your line manager • Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation • Be courteous to colleagues and provide a welcoming environment to visitors both in person and on the telephone and maintain a professional standard of demeanour and dress • Attend relevant meetings, participate in training and other learning activities and performance development, as required • Take on additional responsibilities, as required by the Headteacher and the Executive Leadership Team of the Wessex Learning Trust The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the Child Protection and Safeguarding Policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern, the Trust's Child Protection Procedures will be followed alongside implementation of the Trust's disciplinary procedures. This post will require online checks to be undertaken and an enhanced DBS check, as well as medical clearance.
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This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified.

The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust.

Signature (Employee):	
Date:	
Signature (Line Manager):	
Date:	



Person Specification

Reprographics Technician

Essential Criteria

The successful candidate will demonstrate:

- Experience of working in a reprographics, print, administrative or similar environment
- Good IT skills and confidence using Microsoft Office and other digital systems
- Experience of operating printers, photocopiers and associated finishing equipment
- Excellent organisational skills and the ability to manage competing priorities
- High levels of accuracy and attention to detail
- The ability to work independently and use initiative
- Good communication and interpersonal skills
- The ability to work effectively as part of a team
- A professional and customer-focused approach
- The ability to maintain confidentiality
- An understanding of data protection and the importance of safeguarding in a school environment
- The ability to work calmly and effectively to deadlines
- Flexible approach to working hours, including the ability and willingness to start at 8.00 am during examination periods

Desirable Criteria

- Previous experience of working in a secondary school or other educational setting
- Experience of working with a school MIS
- Experience of taking and managing staff and student photographs
- Experience of creating or maintaining school displays
- Experience of producing staff/student identification cards or lanyards
- Experience with graphic design or desktop publishing software
- Experience using Canva, Adobe Creative Cloud or similar design packages
- Experience of managing reprographics equipment and consumable stock

Personal Qualities

The successful candidate will be:

- Reliable and well organised
- Professional and approachable
- Creative and visually aware
- Flexible and willing to respond to changing priorities
- Practical and solutions-focused
- Accurate and attentive to detail
- Able to work independently while contributing positively to a wider team
- Comfortable working in a busy secondary-school environment
- Committed to safeguarding, confidentiality and data protection
- Committed to providing an excellent service to staff and students

