

## Vacancy

### Reprographics Technician/Whole school Graphics Displays

#### Job Description

**Grade:** Grade 4 (points 4-6)

**Salary:** £18933 to £19698

**Pro Rata Salary:** £16357 to £17018

**Contract Type:** Permanent, 37 hours per week, term time only plus 1 week (INSET Days)

**Responsible to:** Office Manager

**Closing Date:** **Wednesday 5<sup>th</sup> January 2021, 8.00 am**, interviews to follow as soon as possible after closing date.

**Start Date:** As soon as possible.

Completed application forms together with a letter of application no more than 2 sides of A4 in 12 pitch should be emailed to [personnel@upholland.lancs.sch.uk](mailto:personnel@upholland.lancs.sch.uk)

#### Key Responsibilities:

- To design, layout and produce displays with a corporate theme throughout school, liaising with all staff & Head Teacher to enhance the visual effectiveness of displays and be proactive in suggesting new ideas and concepts for consideration.
- To provide a printing, cutting, finishing and photocopying service for all departments.
- To prioritise and manage workload to ensure an efficient reprographic service is provided.
- To organise servicing and maintenance of all reprographics equipment is up to date and keep appropriate records.
- To manage the effective operation of the service, including the costing of the printing jobs coming into the reprographics department, the flow through the department and meeting of deadlines.
- Produce a wide variety of reprographic materials for whole school.
- Operate reprographics equipment using school systems, collating, binding and laminating of materials.
- Order stock for use in reprographics.
- To Monitor equipment use including print credit system.
- Check and replenish paper stock for printers in department and around school.
- Problem solve in relation to Reprographics equipment and systems.
- Provide admin and other general support to the Admin Team when necessary.
- To monitor equipment use including print credit system, reading and reporting spend and maintain equipment records.
- Photocopy material for school use, including internal examination papers and other booklets

and leaflets as required.

**Essential Experience:**

- Of working as a Reprographics Technician in a busy Reprographics department within an Educational or Industrial setting.
- Knowledge and skills pertaining to producing interesting and informative displays for use around whole school.
- Use of appropriate IT and software such as Microsoft Office and Adobe Photoshop/Illustrator.
- Experience relating to preparation of orders for printing and photocopying supplies and maintaining stock control.
- Understanding of copyright records and ability to advise on copyright issues in relation to copyright laws.

**Other responsibilities:**

You must be able to:

- multitask and prioritise with excellent organisational skills.
- work on own as well as effectively with other adults.
- work accurately with attention to detail whilst meeting deadlines.
- follow instructions and refer to guidelines.
- be confident in using IT/ Graphics software.

**General:**

You must:

- Work within school policies and procedures.
- Attend skill training and participate in personal/performance development as required.
- Take care for their own and other people's health and safety.
- Be aware of the confidential nature of issues.
- Possess excellent interpersonal and communication skills; common sense and the ability to work smoothly and harmoniously with other members of staff.
- Be of smart appearance, be efficient, energetic and proactive.
- You should be in possession of a First Aid qualification or show a willingness to be First Aid trained.

The post holder may be requested to carry out further reasonable additional duties as directed by the Headteacher.

This job description may be amended to meet the future needs of the school.