

Wollaston School



REPROGRAPHICS TECHNICIAN

Job Description
September 2026



WOLLASTON SCHOOL

REPROGRAPHICS TECHNICIAN JOB DESCRIPTION

NAME OF POST HOLDER:

Job Title:	Reprographics Technician
Hours:	37 hours per week (8am start, Monday to Friday) Term time + 5 additional days training. Flexibility required during exam periods. SALARY: NJC Grade F, scale points 6 to 7. Actual salary starting at £22,354
Reports to:	PA to Head of School
DBS Disclosure Level:	Enhanced

Role Summary:

To provide Reprographics support to all teaching and support staff within the Nene Valley Partnership. You will work in the reprographics room, ensuring the room meets health and safety requirements and is organised/tidy.

Daily duties will involve providing a quality and timely copy/print and design service in support of our teaching staff and student needs, though you will also aid other school support staff (as and where required) with their bulk copying requirements. In addition, you will be the first point of contact for the administration and consumables/resource ordering for this area, and in troubleshooting for the Trust's entire printer and copier fleet.

Main responsibilities:

PRINTING & COPYING:

- To be responsible for the printing, photocopying, binding and laminating of vital school resources and documents (as requested by all users), this includes booklets, class worksheets, homework and test papers; students' project/classwork; school newsletters, posters and brochures; concert materials and programmes.
- You will complete print/copy jobs within the agreed service deadlines, prioritising jobs as/when necessary. You must have a high level of attention to detail and ensure that the printing and finishing of such whole-school key communications are presented correctly and to the highest possible standards.

- To be aware of and comply with current copyright legislation relating to photocopying of protected materials – advising teaching and support staff on restrictions as/where appropriate.
- Using the correct machines to produce large format printing resources, this involves a design element - using a selection of design applications.

INVENTORY MANAGEMENT, PURCHASING & BUDGET

- To maintain accurate inventory/stock records, regularly ordering bulk paper and card supplies and other consumables (as necessary) for reprographics and for wider whole school use.
- Working in cooperation with the finance teams, you will regularly review and agree a 'best-value' price for volume A4 and A3 paper ordering, allowing you to establish and maintain a list of reliable choice suppliers;
- To identify and purchase specialist papers and materials need to fulfil the required tasks and requests. Processing orders and authorising invoices.
- Maintain and monitor the reprographics budget in line with schools' finance regulations.
- Liaise with whole school budget holders using the UniFLOW reporting system to advise departments on volumes, trends and costs/savings.

PRINTER & COPIER FLEET / MACHINES

- On behalf of the Trust Network Manager, you will administer and act as a first point of contact in the troubleshooting of the entire printer and copier fleet, which currently includes:
 - Multi-Functional Devices [MFDs]: multipurpose Scanner/Copier/Printer machines.
 - Mono Desktop Printers and Colour Desktop Printers (located across the schools).
 - Large format printer.
 - Guillotine.
 - 3D printers.
 - Other printing machines.
- You must ensure that all machines are kept in good functioning working order. Maintaining the schools' repair, servicing and maintenance log.
- You will be responsible for booking and facilitating service engineer visits when faults arise on any device within the school's fleet, monitoring and record the timeliness and success of their visits. This should be measured in accordance with the KPIs of the contract with our current service provider, and any non-compliance should be reported to the rust Network Manager and logged accordingly.
- Attending the quarterly service review meetings providing information when required and analysing the data provided by the printing provider.
- The schools currently use a help desk to allow teaching and support staff to log and receive prompt and helpful technical support when required. You will be responsible for managing these requests and responding accordingly and within agreed timescales. This may require you to liaise with the external service engineers to ensure that the printing consumables are kept well stocked, avoiding any delay and downtime.

GENERAL DUTIES / ADMIN SUPPORT

- Under the direction of the PA to the Head of School, provide a range of designated administrative support services for the school. This may include a range of administrative tasks:
 - typing/collation/distribution of standardised formal school correspondence;
 - routine home-school letters and/or mail merges;
 - student reports, grades and assessment;
 - resolving queries in relation to standard school processes and procedures;
 - data entry / spreadsheet maintenance;
 - assisting with the maintenance of the school website / intranet content.

- To provide cover and support for other wider members of the school's Administration Team. You will be part of the administration team and support other colleagues when required.
- Cover for the Display Technician when needed, ensure the weekly displays are current and up to date, including any digital displays.
- Create and produce guides/training materials to ensure devices are used correctly and reduce the risk of misuse.

GENERIC RESPONSIBILITIES:

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To engage actively in the Performance Management Review process.
- To attend team and staff meetings as directed.
- To carry out any other reasonable duties or requests of your line Manager, that are in keeping with this post or as may be determined from time to time by the Line Manager or the Head of School.

Signatures

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed

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Reprographics Technician

Signed

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Head of School

Dated

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Dated

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Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed.

Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.



Person specification for Reprographics Technician

Assessment criteria	Essential	Desirable	Evidence: Application Interview Reference
A good level of general education, including English & Maths GCSE at Grade C or above (or equivalent)	*		A
Demonstrable first-class administration, organisation and time management skills	*		A/I/R
Proficient ICT user: skilled in the use of Microsoft Office packages as required (particularly Word, Outlook [email], Excel and PowerPoint, Canva) and comfortable/familiar with the Adobe suite of packages	*		A / I
Relevant previous experience of working independently within an office environment – consistently and positively fulfilling your role within the wider team/staffing function	*		A
Evidence of an ability to communicate effectively both in verbal and written English	*		A / I / R
Ability to adhere to legislation, codes of practice and policies/procedures within the school environment	*		A/I
Experience of working within a school environment and/or in a similar role		*	A
Personal qualities			
Good interpersonal and communication skills, with a sound customer service approach. A pleasant professional manner	*		I / R
Ability to build and maintain effective / professional working relationships with all stakeholders of the school	*		R
Excellent organisational skills, with the ability to be flexible and manage time effectively. A good level of accuracy and attention to detail	*		A/I/R
Evidence that you have a calm personality, can work effectively under pressure and meet deadlines – multitasking and using your own initiative as necessary	*		A / I / R
Ability to operate effectively individually or as part of a team when required	*		A / R