



**Aylesbury High School | #AHSWalksTall**

Developing uniquely talented young adults, who are independent, strong and confident

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## REPROGRAPHICS TECHNICIAN AND RECEPTIONIST

### THE SCHOOL

Aylesbury High School (AHS) is a forward-thinking girls' grammar school that values both academic and pastoral excellence and co-curricular opportunities with the vision of developing uniquely talented young adults, who are independent, strong and confident.

We create a welcoming environment which draws the very best from all in our community. Achieved by providing an ambitious education that stimulates creative and critical thinking, values diversity and facilitates dynamic personal development.

The AHS values are Boundless Aspiration, Resilient Bravery, Curious Engagement and Selfless Generosity and we want all our community to experience, develop and demonstrate these characteristics both within the curriculum and through our extensive co-curricular offering.

### JOB DESCRIPTION: Reprographics Technician and Receptionist

<b>LINE MANAGED BY:</b>	Chief Financial Operations Officer
<b>DATE:</b>	June 2026
<b>PAY RANGE:</b>	AHS Pay Range 2 (£20,021 - £21,697)

### JOB PURPOSE

To promote the aims of the school, as expressed in the School Statement.  
To provide an effective reprographics service and general administrative support to the school and to be the first point of contact for visitors to the school, for deliveries and for telephone calls, and to deal with student and staff enquiries.

### DIMENSIONS

**Part-time role: 32 hours/week, term time plus Inset Days plus 3 days in the last week of the School summer holidays**

**Hours:**

26 hours Monday to Wednesday: 07.30 to 16.30 hrs (incs ½ hr break/day).

- 07:30 - 09:00 Reception
- 09:00 - 15:00 Reprographics
- 15:00 - 16:30 Reception

The remaining 6 hours can be flexible on Thursday and Friday.

### PERFORMANCE STANDARDS

The work of the Reprographics Technician and Receptionist will be judged against this job description and any targets set as part of the appraisal process. Post holders will be expected to undertake appropriate CPD activities, as required.

## PRINCIPLE ACCOUNTABILITIES

### Reprographics:

- photocopying and duplication of all whole school and staff bulk photocopying
- working with the Reprographics and Admin Assistant to co-ordinate reprographic work tasking and work flow to ensure jobs are completed by required timescales
- planning ahead to highlight potential peak times and alerting staff to this so that work flow can be properly managed
- preparing master material, including working with Microsoft Word and Publisher documents, to optimise reproduction quality and efficiency
- compiling duplicated work (e.g, collating, guillotining, assembling, folding, laminating, stapling and binding)
- checking and distributing completed work
- instructing and overseeing staff usage of reprographic equipment
- maintaining the equipment and workplace in a safe, clean and efficient condition
- overseeing the 4 photocopying machines (liaising with the supplier on the maintenance of the machines and the provision of consumables, e.g. toner)
- purchasing and maintaining stocks of materials, always being aware of best value
- ensuring that staff are aware of the school's policy and guidance on Copyright by bringing the relevant notice to their attention when necessary and reporting any copyright concerns to management.
- provide a document scanning service for staff
- Provide printed material production costing information for staff

### Reception:

- Receiving visitors to the school in a welcoming and appropriate manner
- Acting as the first line of security for the front entrance to the school, operating the signing-in and out system and alerting appropriate staff if there are concerns about people who are trying to enter the site
- Operation of the school switchboard, transferring calls as appropriate
- Dealing with pupil enquiries
- Relaying messages, whether written, by email, memo or phone
- Filtering, and forwarding to the appropriate person, office@ahs emails
- Updating staff firelists as appropriate
- In the event of a fire evacuation, assisting in the roll call of staff and visitors, as directed in the staff handbook
- Dealing with couriers, booking collections, checking deliveries
- ID Badge printing, recording and issuing
- ParentMail administration (parent account login etc, not financial aspects)
- Acting as the initial contact point for parents and students in resolving administrative issues
- Booking and tracking taxis on behalf of other staff for school activities.
- Management of lost property and confiscated items
- Work with other members of the Admin Support Team to contribute to the school improvement process
- Administration and Handing out Uniform orders
- Providing first aid cover for the site as back-up when Matron is absent or otherwise unavailable. Training will be provided.
- Other duties as requested by the CFOO to contribute to the running of the front office and of the school

### Additional Duties:

- Work with other members of the Admin Support Team to contribute to the school improvement process

## PERSON SPECIFICATION

### Experience

- Working within a team (essential)
- Working to tight deadlines (essential)
- Planning your own workload (essential)
- Experience of working with young people, preferably in a school setting (desirable)

### Knowledge

- IT competency (essential)
- An understanding of and a commitment to the safeguarding requirements associated with the role (essential)
- Use of Google products to a competent level (desirable)
- Use of SIMS (desirable)

### Skills/Competencies

- The ability to work independently and to take direction (essential)
- Excellent oral and written communication skills (essential)
- Excellent interpersonal skills (essential)
- Excellent organisational skills (essential)
- High attention to detail and a high level of accuracy (essential)
- The ability to be creative and innovative (essential)

## FLEXIBLE WORKING

AHS is a supporter of Flexible Working; over a third of our staff have a flexible work arrangement. We recognise that a better work-life balance can improve employee motivation, performance and productivity, and reduce stress and therefore want to support our employees in achieving a better balance between work and their other priorities, such as caring responsibilities, leisure activities, further learning and other interests.

Please include detail in your letter of application or talk to us at interview about the flexibility you need. We cannot promise to give you exactly what you want, but we will do our best to accommodate your needs. For this role we are open to discussing the possibility of reduced hours, {remote working}, flexible start and finish times, or compressed hours.

AHS is committed to agreeing any flexible working arrangements, provided that the needs and objectives of both the organisation and the employee can be met.

## SAFEGUARDING STATEMENT

*CVs alone cannot be accepted for safeguarding reasons*

*If you are shortlisted for this post, you will also be required to complete a self-disclosure form as part of the recruitment process; this will not be used for shortlisting purposes.*

*The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Our Safeguarding Statement is [here](#). The appointment will be subject to references, which are satisfactory for the advertised post, an enhanced DBS check with a Child Barred List check, identity checks, prohibition orders and qualification checks as appropriate.*

***AHS is an equal opportunities employer. We encourage early applications for all vacancies and reserve the right to close our vacancies at any time should the right candidates be found.***