



JOB DESCRIPTION

Library and Reprographics Technician

REPORTS TO:	Office Manager
PAYSCALE:	Band 4 (Mid) - Point 19 to 23
LOCATION	Royal Docks Academy
TERMS:	Term time plus inset days (39 weeks), 37 hours per week
CONTRACT:	Fixed Term

PURPOSE OF THE JOB

- To have day-to-day responsibility for the school's Library and operation of the school reprographic resources
- To lead the strategy for developing an innovative library environment integrated into the school's life and responsive to the changing needs of students in an increasingly technology-focused way of accessing knowledge.
- To manage the reprographic support to the school community, by the timely and appropriate completion of copying, printing, and finishing of printed medium, with best the best use of resources and equipment.

Liaison with:

- The post-holder is also expected to interact on a professional level to promote a mutual understanding of the school's vision and values.
- The post-holder will be expected to network and liaise with other colleagues across the school and the Trust.
- The post will require you to work in partnership with all School staff.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Specific Library Responsibilities

- To develop and implement a library policy which reflects the educational aims and objectives of the whole school (Key Stage 3 and 4)
- Plan and oversee a programme for monitoring and evaluating library services and performance, including user surveys and statistics on stock and usage.
- Promotion of the library and its resources both within the library and across the whole school
- Prepare and manage the library budget
- To select, acquire, organise & maintain library resources to reflect the library community.
- To arrange the effective access of resources through a suitable indexing, classification & and cataloguing of library resources and disseminating information on those resources to students and staff
- To take an active role in developing events and activities to promote the love of reading and encouraging students to find ways of using library materials to support their learning.
- Supervision and monitoring of the library during the time of use and supporting the Teaching and Support Staff in reinforcing school behaviour policies.
- Attending and preparing reports for the Governors' Learning and Curriculum Committee where required
- Keeping up to date with changes in curriculum and teaching practice to ensure that the library resources remain relevant
- Building a network across similar and local schools to share best practice

Specific Reprographics Responsibilities

- To promote the appropriate use of the Reprographics equipment to make best use of time & resources and ensure that printed material is created in the most cost effective and environmentally friendly manner, across the whole school.
- To develop and implement an efficient and effective way of processing work requests to ensure that sufficient priority is given where required to support key deadlines & outputs.
- To manage the reprographic resources in an efficient and effective way to maintain adequate stocks of material on a 'just in time' manner.
- To liaise with the Site Manager to ensure that reprographic resources are securely and safely stored to comply with appropriate Health & Safety and other regulatory controls.
- Plan and oversee the significant reprographic events during the school calendar so that they do not impact the whole school's daily requirements. This will include the termly newsletter and whole school information sent to parents/carers via parent mail.
- Evaluate reprographic resource usage and to ensure that appropriate costs & charges are assigned to the relevant budget holders accounts.
- Prepare and manage the Administration reprographics budget.
- To take an active role in helping students and staff to find the best value methods of using reprographic resources to support learning and promote good teaching.
- Keeping up to date with changes in reprographics resources across the school to inform and advise where applicable on the replacement or upgrading of resources to ensure best value for money for the school.

Other specific duties:

- Plan and deliver the accelerated reading program and advise the English department as to the timing to ensure that this is incorporated within timetables for KS3 students three times per annum.
- Completion of a starter form for the MFL department and testing reading and mathematical ability for KS3 Students

- Assist students with support via ICT for independent study.
- Assist in organising and planning social events by issuing relevant invitations and liaising with all staff involved.

General responsibilities common to all members of staff

- Play a full part in the life of the school community, support its distinctive mission and ethos, and encourage staff and students to follow this example.
- Comply with the School's Health and Safety Policy and undertake Risk Assessments as appropriate.
- Continue personal development as agreed.
- Assist with the carrying out of risk assessments as appropriate.
- Ensure Health and Safety policies and procedures are followed.
- Actively engage in the performance review process.

Undertake any other duty as specified by the Headteacher/ CEO not mentioned in the above.

All staff are responsible for the safeguarding and wellbeing of students and must follow BMAT guidance and policies.

BMAT Directors are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

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