

# JOB DESCRIPTION

## Reprographics Co-ordinator



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| DEPARTMENT          | Reprographics                                                                                                                                                                                                                  |
| REPORTS TO          | Director of IT                                                                                                                                                                                                                 |
| RESPONSIBLE FOR     | N/A                                                                                                                                                                                                                            |
| WORKING PATTERN     | Two days per week, 8am to 3.30pm. Term time, plus four weeks during School holidays (your employment contract will give full details; some flexibility at busy exam times would be required and paid in addition as overtime.) |
| ISSUE/REVISION DATE | August 2026                                                                                                                                                                                                                    |

## BACKGROUND

Harrow School is one of the world's most famous schools. Founded in 1572 by a local yeoman farmer, John Lyon, under a Royal Charter granted by Queen Elizabeth I, it is located on a 324-acre estate encompassing much of Harrow on the Hill in north-west London. Around 830 boys aged 13 to 18, who come from all over Britain and across the world, live in the School's 12 boarding houses, and there are about 120 teaching staff and over 500 non-teaching staff.

All members of staff work to a single, uniting purpose: to prepare boys with diverse backgrounds and abilities for a life of learning, leadership, service and personal fulfilment.

The School's Reprographics department provides photocopying and printing services, primarily for the academic running of the School but also for Harrow School Enterprises Limited, the commercial arm of the School, which runs Easter and summer schools among other activities.

## THE ROLE

To provide a reprographics service to the School and to work with the artworker team in supporting members of the School staff to prepare and publish printed materials.

## KEY RESPONSIBILITIES AND DUTIES

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This job description reflects the core activities of the role and is subject to change as the department and the post-holder develop. The School expects that the post-holder will recognise this and will adopt a flexible approach to work. In addition, the post-holder will be expected to undertake such other duties within the scope of the role as may be required by the line manager.

### Reprographic Document production

- Undertake all tasks in relation to the reproduction of information, reports and booklets for a range of audiences including photocopying, laminating and binding.
- Make adjustments and corrections to documents before printing.

### Machine operation/maintenance

- Operate the School's printers, photocopiers and finishing equipment (trimmers, binders and laminators) to fulfil staff's print and copying requirements.
- Maintain the School's printers, photocopiers and finishing equipment (e.g. ink, chemical and toner levels, paper stock).
- Liaise with suppliers regarding the regular servicing and/or repair of reprographic equipment as required.
- To ensure compliance with appropriate health and safety and other regulations particularly with regard to the storage, use and/or disposal of dangerous equipment or materials.

### Stock control and reporting

- To maintain sufficient levels of consumables, e.g. copy paper, cartridges. Keep records of stock levels and order more when necessary.
- Assist in producing monthly totals for department and school photocopying.

### Artworker

- Assist the artworker team where required using Adobe InDesign software to update the layout of a variety of documents. This may include newsletters, orders of service, posters, leaflets, invitations, place settings, GCSE materials, curriculum supplies and menus.
- Lay out documents in an appropriate style and format with reference to the School's brand guidelines.
- Assist the team in proof-reading and quality-checking documents before they are put into production.

### Department liaison

- Advise staff regarding reprographic and artwork timescales, deadlines and available options.
- Liaise with the Communications team who design documents and document templates that the postholder will print.
- Support the teaching staff to print an extensive range of materials and resources to support the delivery of the School curriculum.
- Liaise with Harrow School Enterprises Limited (HSEL) to support their requirements for marketing and associated materials.
- Induct new members of staff in the correct use of reprographic equipment.

Harrow School is committed to promoting and safeguarding the welfare of children and young people and expects all staff and volunteers to adhere to and ensure compliance with the School's Safeguarding and Child Protection policies and procedures at all times.

In the event of a successful application, candidates will be required to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure and Barring Service check (including Children's Barred List information) and prohibition checks. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions and cautions, reprimands and final warnings (including those which would normally be considered as "spent" under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at Harrow School. Please refer to the School's Recruitment, Selection and Disclosure Policy for more details.

## PERSON SPECIFICATION – Reprographics Coordinator and Artworker

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Post-holders/candidates will be expected to demonstrate the following:

### QUALIFICATIONS, EDUCATION AND TRAINING

#### ESSENTIAL

- A good level of general education.

#### DESIRABLE

- A level or equivalent in English or a humanities subject.
- GCSE or equivalent in computing, graphics or graphic design.

### KNOWLEDGE AND EXPERIENCE

#### ESSENTIAL

- Proficiency in Microsoft Office and strong general ICT skills.

#### DESIRABLE

- Proficiency in Adobe Creative Cloud: InDesign, Photoshop.
- Previous experience in the education sector.
- Experience within a customer focussed environment.
- Experience in a general office administration role that includes reprographics duties.
- Experience in maintaining stock control levels and ordering stock.

### SKILLS AND ABILITIES

#### ESSENTIAL

- Extremely high standard of written English.
- Outstanding attention to detail, particularly for proof-reading.
- Ability to prioritise and multi-task a variety of ad hoc jobs and to meet tight deadlines.
- Ability to deal confidently with enquiries and see tasks through to a completed solution.

#### DESIRABLE

- Experience of operating specialist office printing machines.

### PERSONAL ATTRIBUTES

#### ESSENTIAL

- Methodical and well organised.
- Flexible approach to work.
- A confident and positive communicator.
- Resonance with the School's ethos.
- A can-do attitude and a friendly, supportive team worker.

### OTHER REQUIREMENTS

- Some heavy lifting of heavy boxes of paper, approximately 13-20 kg.
- Extra hours will be required at busy times e.g. three times a year in March, June and November for examinations weeks, where overtime will be paid using timesheets.

# SCHOOL VALUES AND BEHAVIOURS

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All staff are expected to conduct themselves in line with the School's values which are: **Courage, Honour, Humility and Fellowship**. While the School's values set out what matters most to us, the behaviours below are intended as a shared set of expectations to refer to, and standards to aspire to, in our dealings with others. They are the practical application of our values.

## COURAGE

- We remain optimistic and purposeful in a disrupted world.
- We take responsibility for our decisions, even the hard ones.
- We always challenge poor behaviour in ourselves and others. We are open to new ideas, and seek fresh challenges.

## HONOUR

- We keep our promises.
- We act with integrity – doing the right thing, even when it is difficult or when no one is watching.
- We respect and value our traditions whilst setting them in the context of today.

## HUMILITY

- We work hard to serve others within the School and across our wider communities where possible putting their interests before our own.
- We give and seek honest and appropriate feedback, reflect on our failures and learn from them.
- We support each other through challenges and whatever the outcome, we celebrate those that took part.

## FELLOWSHIP

- We respect each other and value our differences, knowing that we are more effective and more resilient working together.
- We are kind and inclusive; we value the contribution that each of us makes.
- We role model the behaviours that we would like to see in others; we ask only of others what we would be prepared to do ourselves.