

Reprographics Officer (Admin/Technician)



SALARY GRADE: Grade 4 (term time plus 10 days)

RESPONSIBLE TO: Office Manager

Job Description and Employee Specification

Purpose

Provide assistance in the provision of reprographic and administrative support services in all areas within the school:

- Reprographics and Resources
- Administration
- Health and Safety

Keys Areas of responsibility/expectation

- Carry out your duties under the supervision and direction of your line manager and in line with the school's policies, procedures, relevant legislation, and requirements.
- Work professionally and be a positive role model, upholding and exemplifying the school values, to ensure that the school site and buildings are of the highest standards to visit, work and learn in.
- Develop positive professional relationships with colleagues including, recognise and respect the role and contribution of colleagues, parents and stakeholders.
- Take responsibility for your own professional development and participate in relevant training/CPD to improve practice, through observation, reflection, evaluation and discussion with colleagues as required by the Head Teacher.
- Actively support the school's commitment to safeguarding and promoting the welfare of children and young people by following relevant statutory guidance along with the school's policies and practices. Refer to the school's website for further information.

Reprographics & Resources

- Responsibility for all reprographic requirements within the school, including photocopying, laminating, collating and stapling.
- Assist with the internal printing and desktop publishing, with the aim to ensure documents are presented appropriately, on time and in line with the school's quality standards.
- Maintain accurate records of all reprographic work undertaken so that curriculum areas can be charged accordingly.
- Liaise with relevant reprographic companies as required.
- Be aware of current copyright legislation and data protection relating to photocopying and reprographics and maintain relevant records as required.
- Ensure that the reprographic areas are kept tidy and safe.
- Advise and assist staff and pupils on the presentation of work and production of materials including basic guidelines on the use of equipment.

Administration

- Assist in the operation of an efficient system for ordering, stocking and storing items and equipment including any associated record keeping.
- Assist in operating all relevant information and recording systems including cataloguing, filing and inventories and legal records as they relate to Health and Safety equipment testing.
- Assist with receiving and checking deliveries and associated invoices.
- To safely store and secure all equipment and stock.
- Organising the repair/ replacement of reprographics and other equipment in consultation with management.
- Support the wider team with answering phone calls and relaying messages.

Health and Safety

- Assist in carrying out routine Health and Safety checks on equipment and reporting faults to your Line Manager.
- To take general responsibility for the up-keep and maintenance of all reprographic equipment to ensure it's in good working order.
- Assist in the safe storage of equipment in line with recognised procedures and contribute to the production of appropriate risk assessments for technician activities.

Employee Specification

To be shortlisted for the role, please demonstrate on your application form how you currently meet the “Essential” criteria, and the “Desirable” criteria wherever possible.

Knowledge, qualifications, skills and experience	Shortlisting criteria
Experience of providing a reprographics service and preparation of materials.	Essential
Experience of desktop publishing.	Essential
Experience of working with computer packages (e.g., Microsoft Word, Excel and Access, Publishing, PowerPoint).	Essential
Grade C/4 in Maths & English or equivalent numeracy and literacy skills to level necessary to undertake basic calculations and to produce basic reports.	Essential
Understanding of the basic principles of customer care.	Essential
Ability to work on own initiative and as part of a team.	Essential
Ability to work to strict deadlines whilst maintaining accuracy.	Essential
Commitment to ongoing training and development.	Essential
Accepts an enhanced DBS and barred list check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential
Accepts standard screening plus any other medical screening as decided by the occupational health physician, appropriate to occupational risk. Any offer of employment is subject to satisfactory health clearance.	Essential

Knowledge, qualifications, skills and experience	Shortlisting criteria
Previous experience of working in a school environment.	Desirable

The following criteria's which may involve written exercises, group discussions, presentations, interview etc. will be tested after the initial shortlisting and during the recruitment process.

Knowledge of Health and Safety.
Knowledge of and commitment to the Local Authority's Equality and Diversity Policy and how it relates to the duties of the job.
Ability to work effectively and respond positively to the demands of a varied workload.
Ability to provide relevant advice and support to Teachers.
Ability to communicate effectively with staff and pupils.

General information

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge and remit of the job.