

Job Description – Reprographics and Departmental Displays Technician

Reprographics and Departmental Displays Technician

Responsible to: Business Manager

Salary details: Grade 2, SCP 3-5

Vision and purpose:-

- To provide a high-quality, efficient reprographics and printing service to support teaching, learning and administration across the academy.
- To ensure that all printed and digital resources are produced accurately, securely and within agreed timescales.
- To lead on the production and maintenance of high-quality departmental displays across the academy.

Key responsibilities:

- Operate and maintain reprographics equipment, including photocopiers, printers, laminators and finishing equipment
- Produce a wide range of materials, including worksheets, booklets, revision packs, examination materials and displays
- Ensure all work is completed accurately, neatly and within agreed deadlines
- Prioritise workloads effectively, particularly during peak periods, such as mock examinations
- To support staff by formatting and preparing documents suitable for printing
- Bind, laminate, staple and collate documents as required
- Ensure materials are appropriately presented for classroom use
- Work with department leads to create and maintain engaging displays to produce and high-quality displays in classrooms and corridors
- Ensure that departmental displays are updated regularly and remain visually appealing, relevant and well-presented
- Monitor and maintain stock levels of paper, toner and consumables
- Place orders in line with school procedures and budget controls
- Ensure effective use of resources to minimise waste and support sustainability
- Carry out basic maintenance of machines and report faults promptly
- Liaise with external contractors and service engineers when required
- Maintain a safe and tidy working environment in the reprographics area
- Ensure strict confidentiality when handling sensitive materials
- Follow academy policies on GDPR
- Participate in training, meetings and CPD as required
- Undertake any other reasonable duties commensurate with the role as directed by the line manager

Other duties:-

- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Due to the nature of this job, it will be necessary for the appropriate level of Disclosure Barring Service to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (amendments) Order 1986.

Therefore, applicants are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

GEORGE SALTER ACADEMY

Person Specification – Reprographics and Departmental Display Technician

Category	Essential	Desirable	Method of Assessment
Qualifications and Training	<ul style="list-style-type: none"> • GCSEs (or equivalent) including English and Maths at Grade 4/c or above • Willingness to undertake relevant training and professional development 	<ul style="list-style-type: none"> • First aid qualification 	Application form Certificates Interview
Knowledge and Understanding	<ul style="list-style-type: none"> • Understanding of the importance of confidentiality when handling sensitive information • Knowledge of health and safety requirements associated with office and reprographics equipment 		Application form Interview
Skills and Experience	<ul style="list-style-type: none"> • Experience of working with office equipment or reprographics machinery • Strong organisational skills and ability to prioritise workload • Ability to work under pressure and meet deadlines • Strong attention to detail and commitment to producing accurate, high-quality work • Ability to carry out manual handling tasks associated with paper stocks and equipment 	<ul style="list-style-type: none"> • Experience of working in an educational environment • Knowledge of print finishing techniques and document formatting • Basic IT skills (e.g. Microsoft Office) 	Application form Interview References