

Job Description – Reprographics Technician

Reports to: Administration Team Leader

Purpose of the post: To support teaching and learning by providing high quality and organised support as part of a committed and flexible team. To make a positive contribution to the achievement of the school's aims and support its CHARACTER values.

Core Responsibilities:

To provide reprographic support and organisation to the school. Duties may include the following:

- Operate the school's photocopying and printing facilities.
- Laminating, binding and booklet making for colleagues as required.
- Distribution of photocopying to staff and/or departments.
- Provide support for the staff room copier/printer, checking and maintaining stocks of paper, toner etc.
- Recognise and diagnose faults on the photocopiers and contact engineers when appropriate.
- Cost reprographic jobs for departments as requested.
- Have oversight of copyright rules and guidelines, advising staff where necessary.
- Provide specialist advice and guidance as required.

Master documents & stock

- Maintain supplies of forms and labels for the staff room and finance.
- Maintain a master file of frequently used documents ensuring they are accessible to team members in your absence.
- Be proactive in ensuring all master forms are kept up to date and only current masters are used to stock the staff room, addressing any issues or concerns as they arise.
- Ensure internal forms are consistently printed on the same colour paper, liaising with the appropriate staff if there are problems.
- Control stock levels for all reprographic materials and initiate orders for replacements.
- Liaise with suppliers and obtain quotes for stock prior to setting up requisitions on the finance system.
- Keep the stock cupboard labelled and tidy in order to facilitate easy stock control and replenishment.
- Monitor coloured paper requirements to ensure sufficient colours are stocked, taking in to account the house colours, SEND requirements and internal form requirements.
- Liaise with companies with regard to maintenance and supplies for reprographics equipment.

Organisation

- Work in an organised way; ensuring all areas of reprographics work is appropriately prioritised.
- Maintain a tidy room, ensuring all copiers are fully loaded before you leave each day and limited supplies of paper and card are available for staff.
- Ensure work is organised to enable colleagues to identify outstanding work, deadlines and staff requirements.
- Ensure that the Team Leader is informed, in a timely manner, if deadlines cannot be met.

- Ensure consumables such as laminating pouches, binding coombs and additional supplies of coloured paper and card are stored in the cupboards, which should be locked when you leave each day.
- Check all work before it leaves the reprographics room, ensuring print quality and accuracy of work. Any sub-standard work should be reproduced and charged to wastage, ensuring this is recorded for the Team Leader's information.
- Contribute to planning, development and organisation of systems/procedures/policies for the reprographics department.

Other Responsibilities:

- Appreciate and support the role of other professionals, maintaining confidentiality and being diplomatic when handling situations.
- Engage in relevant continuous professional development opportunities and performance management arrangements.
- Develop and maintain positive relationships with colleagues, key staff and stakeholders.
- To support the school's CHARACTER values, ethos and policies, and to ensure that school policies are applied correctly and consistently by all members of your team.
- Any other appropriate tasks as determined by line manager or Senior Leadership Team.

Denefield School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post. This job description may be subject to amendment in order to meet the changing needs of the school, following appropriate consultation.