



Job Description

Job Title	Reprographics Technician
Grade	5 – (£8,783 - £8,957)
Hours	21¼ hours per week over 3 days, term time only, (holiday hours by arrangement for which an additional payment will be made). Monday, Tuesday & Wednesday, 8.30am-4.00pm with ½ an hour for lunch. Bank holiday closure hours to be shared with other team members as advised by the Librarian.
Responsible to	Librarian
Job Purpose	To provide a full reprographics service to students and staff and help to promote a positive image of the school through the production of professional documents for both internal and external use.

MAIN DUTIES AND RESPONSIBILITIES:

1. Open up the resources area at the beginning of the school day and prepare equipment for full use.
2. Photocopy material for school use, including internal examination papers and other booklets and leaflets as required.
3. Photocopy students work as requested, ring bind assessment folders, laminate sheets and advise on the presentation and layout formats.
4. Finishing copied items by trimming, binding or laminating.
5. Work out timescales, costs and the number of copies required.
6. Monitor the progress of the copying run and quality check samples.
7. Monitor the use of photocopying paper by departments and supply monthly records to the finance office.
8. File and up-date school documents e.g. school maps, report cards, general information.
9. Ensure that the reprographics room is kept in a clean and tidy manner ensuring that all Health and Safety regulations are adhered to.
10. Order paper and materials as and when required and disseminate to departments as necessary.
11. Organise service and repair of equipment by liaising with outside agencies.
12. Perform basic equipment maintenance and cleaning.
13. In the event of staff absence, assist with queries from students in the library.
15. Other relevant duties as may be reasonably requested by the Headteacher.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions give below apply:

- i. The nature of the work may involve the post holder carrying out work outside of normal working hours.
- ii. The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.

- iii. Expenses will be paid in accordance with the Local Conditions of Service.
- iv. This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Ashby School is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.

Person Specification

Reprographics Technician

	Essential	Desirable
Qualifications Good standard of general education including Numeracy, Literacy and ICT skills. ICT qualifications, e.g. word processing, desktop publishing.	✓	✓
Experience Use of ICT applications including word processing, spreadsheets, email, desktop publishing etc. Administrative experience. Experience of working in a school environment. Experience of working in a team.	✓ ✓ ✓	✓
Knowledge Understanding of the importance of confidentiality and an appreciation of the implications of the Data Protection Act. Understanding of the context in which schools operate. An understanding of Health and Safety issues relevant to the post.	✓ ✓ ✓	
Skills/Attributes A sound understanding of reprographics technology. An artistic flair for the layout and production of documents and brochures. Word processing and ICT skills – able to use a range of software packages. Literate – excellent standard of grammar, punctuation and spelling. Numerate – able to receive and record cash. Excellent interpersonal skills – able to deal with a variety of people. Good communication skills. Good time management skills – be able to prioritise work. Able to keep calm in difficult situations. Able to operate effectively as a member of a team and with minimum supervision. Highly dependable, totally trustworthy and able to meet deadlines. Self-motivated and flexible – to meet peaks and flows of workloads. Willingness to undertake training.	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
Additional Requirements Be of smart appearance. Desire to continue personal development. Willingness to work additional hours as and when required in order to assist with workloads at peak times. Provide assistance with the invigilation of examinations as required.	✓ ✓ ✓ ✓	