

JOB DESCRIPTION

Job Title:	REPROGRAPHICS TECHNICIAN
Grade:	LV05 point 8 to 12
Hours:	37 hours per week, term time plus inset days plus one week
Responsible to:	Assistant Headteacher for Communications and Marketing
Liaison With:	All staff, SECAT Headteachers, SECAT ICT Team

KEY ROLE:

The post holder is responsible for:

Providing a reprographics and media service to the school and where identified to other SECAT schools

MAIN DUTIES AND RESPONSIBILITIES

Printing Service

- Complete all printing jobs requisitioned through the Papercut system
- Ensure all printing and finishing is presented correctly
- Advise staff on the presentation and costings of work, charging work to correct budgets
- Comply with copying legislation
- Organise the use of the A1 plotter printer for the printing of posters and banners
- Maintain vigilance in regard to health and safety
- Liaise with colleagues from SECAT schools in the management bulk or novel requests

Resource Management

- Ensure all machinery is kept clean and in good working order
- Liaise directly with engineers and manufacturers in the repair and maintenance of machinery
- Advise the Headteacher of periods of 'downtime' necessary for repair and maintenance and impact on service
- Maintain stock levels whilst monitoring and managing budgets

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To ensure that all administrative duties, checks, documentation, reports and return are completed accurately and submitted within required deadlines.
- To deal with correspondence promptly and as required.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all Trust policies and procedures are followed.
- To ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy and practices in respect of both employment issues and the delivery of services to the community.
- To ensure that all duties and services provided are in accordance with the Trust's Data Protection Policy and practices and reporting to the DPO any concerns or requests.
- To undertake any training commensurate to the post and attend relevant meetings as required by the Trust.

The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher/Chief Executive Officer to carry out appropriate duties within the context of the job, skills and grade at any site within the Trust.

Post Holder's Name:

Signature: **Date:**

Line Manager's Name:

Signature: **Date:**

REPROGRAPHICS TECHNICIAN
Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSE English and maths (or equivalent) • 	<ul style="list-style-type: none"> •
Experience	<ul style="list-style-type: none"> • Previous work with industry standard printers • 	<ul style="list-style-type: none"> •
Knowledge and Skills	<ul style="list-style-type: none"> • Ability to prioritise work effectively • Ability to work flexibly to meet deadlines and respond to unplanned situations • Autonomy to work alone • Able to support the development and work of others 	<ul style="list-style-type: none"> • Experience of working within a school environment
Personal Qualities	<ul style="list-style-type: none"> • Able to maintain confidentiality in all circumstances • Proactive approach to work being responsive, empathetic and supportive to all within the school • Able to establish effective relationships with those working in and with the school • Ability to build and form good relationships with colleagues and students • Understand the importance of physical and emotional wellbeing of staff and pupils • Have a sense of humour 	<ul style="list-style-type: none"> • Able to contribute new ideas and ways of working