

Senior Reprographics Technician

Job Description

Line Manager – Office Manager

Hours: 36 Term Time Only / Grade 6

Purpose:

To provide a reprographics and media service to all members of the school.

Duties and Responsibilities

1. To manage the day-to-day reprographic service to staff and students, prioritising short, medium and long term tasks in line with the needs of the school.
2. To provide training, advising and assisting staff in their use of photocopiers.
3. To provide design and layout services including digital and manual solutions.
4. To produce printed material for all departments, school publications, including reports, booklets, journals, tickets, posters, signs, worksheets, etc. This list is indicative and not exhaustive.
5. To provide first line maintenance of printing machines and print finishing equipment and to contact service engineers as required.
6. To manage systems for stock control, negotiating competitive prices of supplies and the ordering of those supplies.
7. To manage and monitor photocopying and printing systems; transferring data to computer spreadsheets and costing and charging work to departments as appropriate.
8. To organise the delivery and distribution of reprographic supplies throughout the site.
9. To set up and manage an accurate department inventory.

Generic

10. To ensure compliance with the school's Health and Safety Policy, personally contributing to an environment that welcomes diversity and respects individuals.
11. To undertake the necessary training/development required in order to keep up to date with developments as identified through performance management.
12. To invigilate school examinations as required.
13. To perform other such duties of a similar nature as from time to time may be required.

PERSON SPECIFICATION

You will be:

- Educated to at least GCSE grade C standard in English and Maths or equivalent
- Competent in the use of generic and specialist ICT applications
- Suitably experienced in terms of the operation of reprographics machinery and equipment
- Able to use your own initiative to deal with situations as they arise, acting in line with school policies and instructions
- Able to communicate orally
- Able to deal with staff of all levels, and pupils, in a professional manner
- Willing to integrate into a team

You will have:

- A friendly, co-operative approach to pupils and staff, projecting the positive image of the school
- A polite and welcoming manner
- Appropriate technical knowledge concerning the operation of reprographics department machinery and equipment
- The capacity to develop your professional skills through training and development
- The ability to prioritise work and meet deadlines
- A flexible approach to your duties
- An attention to detail

December 2017