

Job Description

Job title	Reprographics Technician/Office Assistant	Grade	LBR3
School	Valentines High School		
Reports to	Headteacher's PA / Office Manager		
Hours of work	8:00am – 12:30pm Monday-Friday term time only		

Main duties and responsibilities

To maintain and manage the reprographics department. Duties include the following:

- Have a valid up to date first aid certificate and be able to deputise for the student receptionist including covering in the event of sickness/absence
- Copying and printing using reprographic machinery including all finishing, using relevant machinery
- Troubleshooting errors and fixing routine issues, eg paper jams, user-generated errors (wrong paper size etc)
- Assisting users with special printing/copying requirements, paper sizes document finishing, stapling, booklets etc
- Dealing with the service departments of the reprographics machinery
- Maintaining and managing all associated stock, ensuring all toners and ink are in stock at all times
- Ensuring all equipment is fully operational and there are plenty of resources for each school holiday
- Training new users on photocopying, scanning and other equipment making sure all new staff have a photocopying code
- Ensure health & safety is adhered to at all times
- Fire marshal duties

Reception Duties

Assist in the main office/Student Reception

- Welcome and sign in all visitors and parents, ensuring all are provided with the appropriate visitor lanyards and all safeguarding checks are undertaken
- Manage and send letters and emails to parents via Groupcall
- Be proficient in the use of Microsoft office
- Be proficient in the use of SIMS
- Have a valid up to date first aid certificate
- Assist in student reception when required
- Any other additional duties as required as directed by the Headteacher and Headteacher's PA /Office Manager