Reprographics & Media Technician

5 days per week, 35 hours per week: 8.30am – 4.00pm (Term Time only)
A degree of flexibility is required.
Scale LBR3 (Point: 5-6)
Salary range: £27,030 - £27,438 per annum, pro rata
Actual Salary: £22,407 - £22,746 per annum

Required as soon as possible a Technician with Reprographics to join this friendly and high achieving girls' secondary school.

As, an expanding school, we are looking to increase the support we currently provide to our guidance and learning support teams.

You will be Self-motivated, professional, with a pleasant and friendly approach. Enjoy working in an educational environment, with the ability to work on your own initiative and as part of a team. Good IT and organisational skills are essential.

A good standard of general education – minimum level 2 (GCSE equivalent), including English and Maths**.**

The successful candidate will have experience of:

- Microsoft Office packages such as Word, Excel & PowerPoint
- Experience in the use reprographics equipment
- Fault finding and resolution
- Overcoming common user errors
- Installation of software
- Health and Safety
- Setting up systems

Experience in working in an education environment is desirable but not a pre-requisite.

Information is available from the school website www.woodford.redbridge.sch.uk or by contacting the school.

Applications can be submitted by post or email and must include the completed London Borough of Redbridge application form. Applications by CV will not be considered.

Closing date for applications: Monday 8th January 2024 (9am)

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

LONDON BOROUGH OF REDBRIDGE

JOB DESCRIPTION

POST: Reprographics & Media Technician

Line Manager: Network Manager

LBR3 (Pt 5 – 6)

Full Time Salary range: £22,575 - £22,983 per annum

Actual Salary range: £18,630 – 18,967 per annum

Hours: Term-time only, 35 hours per week (8.30am to 4.00pm)

Lunch 30 Minutes

Duties:

The Reprographics Technician will ensure the efficient organisation and management of the school reprographics service. The postholder will be responsible for ensuring that all staff requirements are met within the set deadlines and that resources and materials are available. Experience of working with a range of Microsoft office and Papercut printing software is desirable.

Responsibilities:

- Reprographics
- To monitor and respond to requests placed via school's online help portal in relation to Reprographics and unified print.
- Respond to email, telephone and helpdesk queries quickly and appropriately; whilst ensuring all queries are logged in the helpdesk system
- support staff with reprographic services including copying, collating, stapling, punching, laminating, scanning, document binding.
- Manage laser printers and MFD's (change toner, troubleshoot paper jams, printer queues etc.) This will include a degree of lifting and moving technical equipment.
- To carry out twice daily checks of paper supplies for all MFD's (i.e. fill trays, organise paper deliveries, clear areas of unwanted printing / paper/ rubbish keeping areas clean and tidy at all times
- To coordinate with the Premises Team to ensure all locations and key areas with copiers/printers have adequate supply of paper.
- Production of internal school exam materials/papers including any requests for materials to be copied to support SEND pupils.
- Ensure that staff are kept up to date with technical issues which may affect delivery of reprographic services.
- To observe copy right laws

- Practical support of wider school initiatives when requested e.g. assisting with the design & production of printed signage for use various school events throughout the year i.e. 11+ plus testing day (September) using the school's Printer Cutter.
- Communicate with external suppliers and support companies as required
- To contact external engineers in the event of a breakdown of machinery and to ensure that this is followed up and correct maintenance has taken place
- Responsible for Digital Signage across the School
- Take photographs of key events during school hours (e.g. co-curricular day, school birthday etc.)

Supplies

- To liaise with current and new suppliers ensuring the best value for money as per school's financial procedures.
- To order copying paper ensuring best price and next day delivery.
- To manage the monthly toner round requirements with external print management service engineer.
- Raise purchase orders for paper & toners using the schools FMS system and update the department spreadsheet.

Computer Science

- Provide support with the setup of innovation lab hardware (Raspberry Pi's, Arduino's, iPad and drones etc.) for planned lessons, ensure equipment is charged and ready for use.
- Promote and maintain a co-operative and flexible working relationship between Teaching and Support Staff
- Comply with all school policies and procedures, in particular policies related to the use of ICT equipment and safety

General/IT

- Support teaching & administrative staff with their departmental software.
- Support users with basic IT support and assistance as required (first line support)
- Provide password reset support with departmental curriculum based online applications
- Support IT team as required with new computer installations (unpacking and initial set up)
- Assist with the production of the student weekly bulletin
- Undertake IT CPD Training as required with a view to continue personal development.

Woodford County High School for Girls

Person Specification

	Essential	Desirable
Self-motivated, professional, with a pleasant and friendly approach.	Y	
Excellent organisational skills be well organised, dependable & self-motivated	Y	
Ability to work on own initiative and as part of a team with limited supervision.	Y	
Ability to priorities & work quickly to deadlines	Y	
A highly competent ICT user, proficient in the use of MS Office products Word, Excel and Outlook	Y	
Have an artistic flair for the layout and production of documents, bulletins and brochures.	Y	
Competent user of Office 365, Microsoft Publisher and Microsoft Forms		Y
Experience of using reprographics equipment	Y	
Have good people skills with Excellent Communication skills (verbal & written)	Y	
Ability to develop and maintain strong, effective and professional working relationships	Y	
Good Standard of Education (minimum of NVQ level 2 or equivalent in English and Maths)	Y	
Willingness to undertake IT training & have desire to continue personal development.	Y	
Understanding of statutory requirements and legislation including child protection, equal opportunities and data protection		Y
GDPR Trained		Y
Safeguarding Training		Y
Enjoy working in an educational environment	Y	
Willingness to work additional hours as and when required in order to assist with workloads at peak times ie open evening etc.		

Education and Qualifications:

- Good standard of general education – minimum level 2 (GCSE equivalent), including English and Maths.

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