

Application Pack

School
Reprographics
Technician



Derby
CATHEDRAL
SCHOOL

Welcome to our school

Dear Applicant,

Thank you for expressing an interest in a vacancy at Derby Cathedral School. On behalf of the whole school community, I extend you a very warm welcome.

I am really proud to be the Headteacher of a relatively new school for the city of Derby.

Derby Cathedral School is the first ever Church of England Secondary School in the Derbyshire Diocese. The 11-19 secondary school was established jointly by the Derby Diocesan Academy Trust (DDAT) and Derby Cathedral. The principle aim of the school was to help meet the need for additional high-quality secondary places in the Derby area. The school has had a successful start and is currently over-subscribed for every year group. We will welcome an additional year group every year until reaching capacity in September 2024 which will also include the opening of a sixth form provision in September 2023.

Our aim is to be an outstanding school for our community with high aspirations for all of our students both academically and socially no matter what their starting point. As a school based on Christian values, we celebrate the diversity in our city and welcome students of all faiths and none. Our FAITH (fellowship, aspiration, integrity, tenacity and humility) values are a thread that runs through all aspects of school life.

Derby Diocesan Academy Trust (DDAT) are committed to Safer Recruitment practices and use a variety of methods throughout the selection process to ensure we are satisfied with candidate's suitability working with children within our schools. Upon offer of employment, we will apply to the Disclosure and Barring Service (DBS) for an enhanced disclosure which will give details of a person's criminal record.

Please also note that if you have lived anywhere outside of the UK since the age of 18, you will require a certificate of good conduct from all the countries of residence.

Please do take some time to read the key information below about our vision for the school and this post. Further, more detailed information can be found on our school website.

The next few years will be a very exciting time as we grow and develop together and we are looking for staff with a flexible approach and a desire to be part of an excellent new educational provision.

Jenny Brown
Headteacher

School Vision



Derby Cathedral School is a Christian community that welcomes students, families and visitors of all faiths and none. The diversity and richness of such a family brings depth and a vibrancy to our core.

Students of Derby Cathedral School are given every opportunity and challenged to be the best that they can be, demonstrating FAITH in all they do.

- **Fellowship** Collaborating with others, we treat everyone with respect, dignity and kindness.
- **Aspiration** We are ready to learn and grow, striving to be the best that we can be in every aspect of our lives.
- **Integrity** We demonstrate fairness, equality and honesty.
- **Tenacity** We are determined and resilient when faced with challenges.
- **Humility** We are gracious, calm and understand the importance of forgiveness.

All students will be well prepared for their next step into future education, training and employment. They will be happy, healthy, confident, life-long learners who 'experience life in all its fullness'

(John 10:10)

Job Description

Job Details

Job title:	School Reprographics Technician
Reports to:	Office Manager / School Business Manager
Hours of work:	Full time – 37 hours per week - Term time only plus one week – 40 weeks Monday to Thursday: 08:00 – 16:00 Friday: 08:00 – 15:30
Salary:	Scale 3 Points 5 – 6 £23,500 to £23,893 fte (reduced pro rata to £19,785 to £20,117 pa)
Job Purpose:	To assist in the management and development of the reprographics function to ensure the provision of an efficient photocopying and learning resource service for the school.

As per the updated guidance in Keeping Children Safe in Education 2022, online checks will be carried out on all shortlisted candidates eg Google search, Social Media platforms etc.

Job Review

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. The content is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and the post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

Job Description

Main duties/responsibilities

ADMINISTRATION

- Prepare information on the use of Papercut, stock and copying quantities to support the School Business Manager, carrying out stock checks / audits as required
- Provide general administrative support to the administration / learning resources function on a rota basis and in quiet periods
- Liaise with relevant suppliers of stationery / machines and resolve routine queries that may arise
- Provide meter readings to the relevant printer suppliers
- Attend to adhoc routine issues with printers throughout school including re-stocking paper and dealing with paper jams/toner & ink issues and replenishments
- Monitor waste paper around school adjacent to the printers
- Administer confidential waste processes including shredding and contract collection, where appropriate
- Manage and maintain the school postal service including arranging the purchase of postal funds and recording transactions for audit purposes
- Attend relevant meetings and carry out any other relevant administrative tasks as directed by the Office Manager / School Business Manager

RESOURCES

- Operate relevant equipment/ICT packages (e.g. MS Office, Internet, Email, Bromcom, reprographics equipment – copiers, laminators, binding machines, shredders etc.)
- Maintenance and upkeep of school franking machine and consumables
- Assist with the planning, monitoring and evaluation of reprographics budget
- Manage expenditure within an agreed budget
- Research and keep abreast of best practice and technological advancements within the reprographics field, to ensure the school improves the reprographics function in line with latest market developments
- Accept, check off and arrange storage of all deliveries in liaison with the School Business Officer, ensuring all delivery notes are passed over to the finance team

SUPPORT FOR THE STUDENTS

- Manage the school reward shop within the school, organising stock as appropriate in liaison with the Office Manager / School Business Officer

SUPPORT FOR THE SCHOOL

- Provide advice and guidance to staff, students and others
- Provide assistance with the invigilation of examinations as required
- Facilitate the school postal needs including taking items of post/parcels/special and signed for items to Royal Mail off site
- Willingness to work additional hours as and when required in order to assist with workloads at peak times

Job Description

Person specification

	Essential	Desirable
Qualifications and training	<p>The successful candidate will have:</p> <ul style="list-style-type: none">• 5 A* - C grade GCSEs or equivalent including English and Maths• Relevant IT qualifications eg Publisher, Word, Office 365	<ul style="list-style-type: none">• An Enhanced DBS• An up-to-date first aid certificate.• Safeguarding training
Experience	<ul style="list-style-type: none">• Use of ICT applications including word processing, spreadsheets, email, desktop publishing etc• Administrative experience• Experience of working in a school environment• Experience working with a range of reprographics equipment eg photocopier, binding machine, laminator• Experience of working in a team	<ul style="list-style-type: none">• Experience of working in a Reprographics department / admin team in a secondary school• Professional Printing experience
Knowledge and skills	<ul style="list-style-type: none">• Capable of handling a demanding workload and successfully prioritising work.• Understanding of the context in which schools operate• Able to produce booklets / leaflets to a professional standard• A sound understanding of reprographics technology• An artistic flair for the layout and production of documents• Able to copy all sizes of paper from A6 to A2• Able to plan and take control of situations.• Able to quickly adapt to changes.• An understanding of Health and Safety issues relevant to the post	<ul style="list-style-type: none">• Experience producing large sized advertising literature for school events

Person specification – continued

	Essential	Desirable
Personal qualities	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • Excellent verbal and written communication skills. • Excellent time management and organisation skills. • The ability to work as both part of a team and independently. • The ability to maintain successful working relationships with colleagues. • High levels of drive, energy and integrity. • A commitment to equal opportunities • A commitment to supporting others. • An excellent understanding of confidentiality. • A warm, engaging and transparent personality. <p>The successful candidate will be:</p> <ul style="list-style-type: none"> • Committed to promoting high quality and consistent practices. • Dedicated to their professional development and achieving desired qualifications. • Committed to contributing to the wider school and its community. • Professionally assertive and clear thinking. • A good team player, with the ability to also work using their own initiative. • Willing to go the extra mile. • Be of smart appearance 	<ul style="list-style-type: none"> • Flexibility – occasionally working hours might be changed, e.g. for parents evening, after school events such as Fayres, international evening. • Able to work in small teams