

## JOB DESCRIPTION – REPOGRAPHICS TECHNICIAN



<b>Post Title</b>	<b>Reprographics Technician</b>	<b>Effective From:</b>	1 September 2022
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<b>Salary Grade/Allowance:</b>	<b>Post Grade</b> Grade 3 (point 5-6)
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<b>Contract Details:</b>	<b>Hours of work</b> 20 per week (term time plus 5 days during school closure in accordance with school requirements)  <b>Special Conditions of Service</b> Annual leave must be taken during period of school closure
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All personnel are expected to work flexibly as part of a team of Teaching and Support Staff, commonly bound in the service of the needs of the school and the further development of St. Monica's as reasonably required under the direction of the Head Teacher.

<b>LINE MANAGEMENT:</b>	Office Manager
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<b>PURPOSE OF POST:</b>	<ul style="list-style-type: none"><li>• To provide an efficient reprographic service; printing, photocopying and document publishing, to the school.</li><li>• To provide support and advice to members of staff in the preparation of printed materials and other related provisions.</li><li>• To maintain systems which ensure that an efficient reprographics service is available to meet all teaching and administrative needs.</li><li>•</li></ul>
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### **RESPONSIBILITIES AND DUTIES**

The post holder is expected to undertake the professional duties of a reprographics technician within the conditions operative at the time of issue of this Job Description together with the more specific duties/responsibilities which are listed below. These should not include or imply any voluntary activities.

### **AMENDMENT OF JOB DESCRIPTION**

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holders professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of the Headteacher or the incumbent of the post.

### **DUTIES/RESPONSIBILITIES**

- Manage and organise the school reprographics facility ensuring efficient and economical use of the following equipment:
  - Konica Minolta C654e Photocopier x2
  - Sharp MX3110N Photocopier
  - Acco Rexel CWB406e Flowline pro electronic comb and wire binding machine
  - Desk top PC

- To operate reprographic equipment to produce copies of learning materials and school publications as necessary to required deadlines.
- Ensure the equipment is maintained to a high standard and repaired as necessary.
- Organise/prioritise workload to meet deadlines.
- Design/create documents and templates using Microsoft Office and Adobe packages.
- To laminate/bind documents and publications to a high standard.
- Source information for departments and the school website.
- Upload/download information onto the school website.
- Bulk email whole school documents.
- Scan documents.
- Monitoring and ordering of stock for the facility. Maintain all records and inventories.
- Advise the Headteacher of the development of the facility.
- To ensure copyright regulations are observed.
- Calculate individual departmental expenditure with regards to photocopying and printing - half termly.
- To keep records and take payment for replacement journals and forward to Finance Office.
- To ensure health and safety regulations are adhered to within the designated area of equipment operation.

#### **OTHER DUTIES**

- Medical and first aid assistance where required ensuring accident forms are completed and filed and forwarded to the LA as necessary
- Ensure sufficient medical supplies in school. Re-order when necessary.
- Other duties that the Headteacher may reasonably, from time to time ask the post holder to perform.

To undertake all duties reasonably requested in a manner consistent with the mission and aims of St. Monica's as a Catholic School.

This general Job Description is not comprehensive and the post holder will be required to undertake such other tasks appropriate to the level of appointment as the Head Teacher may reasonably require.

**The School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts working in schools are subject to an enhanced DBS check and written references.**