

Job Description

TITLE:	Reprographics Technician
GRADE:	Bucks Pay Range 2
RESPONSIBLE TO:	PA to Principal
PATTERN:	Mornings for approximately 15 hours per week
PRIMARY PURPOSE:	To provide an efficient reprographics service for the Academy by producing printed copies of documents as required by all departments and ensuring the smooth running of the photocopying facilities throughout the school.

MAIN DUTIES AND RESPONSIBILITIES

1. To copy on behalf of all departments any documents including, worksheets, booklets, leaflets, brochures and labels. To provide a complete process including collating, stapling, binding and laminating.
2. To maintain stocks of consumables and ensure faults are resolved as quickly as possible.
3. To liaise with external engineers for the maintenance and repair of all photocopiers in the Academy.
4. To carry out any other duties commensurate with the post as requested by the Line Manager or Principal.

These responsibilities will be worked out within the following roles:-

1. Photocopying service

- To ensure that copying requests from originals, whether received in paper or electronic form, are completed by the deadline and in line with the requirements of the member of staff
- To advise and assist staff and students with their reprographic requirements.
- Retain the master list of user codes and essential documents.

2. Stock control and maintenance

- To ensure that adequate stocks of paper, toner and other reprographics consumables are monitored and stored tidily.
- To ensure stocks of reports and other standard documents are maintained.
- To ensure orders are submitted for new stock in a timely manner through the Finance department
- To ensure that the satellite photocopiers around the site are kept well stocked with A4 and A3 paper.
- To monitor the satellite photocopiers around the site for any faults and reporting issues to ICT Support as necessary
- To ensure that toner cartridges on the satellite photocopiers are changed as soon as possible.
- Be aware of ways to reduce costs on an on-going basis.

Training and Development

- To undertake training and development as appropriate

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this role. It is not intended to be an exhaustive list of skills, efforts, or duties associated with the position. There may be a requirement to undertake other duties reasonably required by the line manager/Principal (and after discussion with the post holder) provided the task is commensurate with the post holder's core skill competencies, knowledge and experience in the role.

PERSON SPECIFICATION

Reprographics Manager	Assessment Key: A Application Form I Interview
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Education and Qualification	Essential	Desirable	Assessment
English and Mathematics GCSE or equivalent	✓		A/I
Commitment to personal/professional development	✓		I

Experience	Essential	Desirable	Assessment
Previous experience of working with photocopiers		✓	A/I
Working in a educational environment		✓	A/I
Microsoft Office Word and Excel	✓		A/I
Ability to use email and internet	✓		

Knowledge and Understanding	Essential	Desirable	Assessment
Awareness of the Data Protection Act		✓	I
Knowledge of copyright legislation		✓	A/I
Design ability		✓	A/I

Skills and Attributes	Essential	Desirable	Assessment
Ability to establish good working relationships with colleagues	✓		A/I
Ability to work on own	✓		I
Good communication skills	✓		A/I

Personal Qualities	Essential	Desirable	Assessment
Planned and organised approach	✓		I
Excellent interpersonal skills	✓		I
Ability to communicate effectively with staff, students and suppliers	✓		I
Enthusiastic and committed	✓		I
Have a flexible approach to delivering an efficient and effective service	✓		I
Ability to deliver and take pride in the quality of work produced	✓		I
Open-mindedness	✓		I
A forward-thinking approach	✓		I
Ability to be reflective and self-critical	✓		I
Display calmness under pressure	✓		I

The requirements of the post may vary from time to time, without altering their essential nature.

CONDITIONS OF EMPLOYMENT

This Job Description also includes the Conditions of Employment
as set out in the Pay & Conditions of Service document