

Job Description

Reprographics Technician

Purpose:	To provide an efficient and effective reprographic service to the School
Responsible to:	Finance and Operations Director
Scope:	To provide an efficient and effective reprographic service to the School
Liaising with:	External Agencies, Teachers and Support Staff
Salary/Grade:	Essex 2020 Scale 3, point 4-5
Main Duties:	<ul style="list-style-type: none"> • To ensure that all printing and finishing for the school is presented correctly and completed within the agreed deadline. • To ensure that all machinery is kept clean and in good working order. • To be responsible for ordering reprographics equipment and stationery, undertaking stock control and maintaining stock levels. • To contact external technicians in the event of a breakdown of machinery and to ensure that correct maintenance has taken place. • To be aware of and comply with current copyright legislation relating to photocopying and audio • Copy, collate and distribute internal examination papers for Pre Public Exams and Summer examinations by liaising with Examinations Officer and Head of Departments. • Binding and laminating • To produce ID badges for staff and sixth form. • Maintain AFL boxes • Curriculum Technician work and some HR support as required • To undertake occasional DTP work if required. • To attend relevant training and take responsibility for own development. • To attend relevant School meetings as required. • To respect confidentiality at all times.
Additional duties:	<ul style="list-style-type: none"> • You may be asked to provide cover as needed, supervising whole classes during the short-term absence of teachers and giving instructions for the lesson as provided by a teacher. • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example • To continue personal development as agreed • To actively engage in the staff review and development process • To attend first aid training and assist with administering first aid to pupils and staff, as required. • To undertake any other duty as specified by the school not mentioned in the above • You may be asked to work up to three Saturdays
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description and to respect confidentiality at all times.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>	

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above. It is not necessarily a comprehensive definition of the post.

The duties and this job description will be reviewed at frequent intervals and may vary to meet the changing demands of the school at the reasonable discretion of the Headteacher at any time.

This is a Regulated Post and postholders will be required to have an enhanced DBS.

It is Westcliff High School for Girls' policy that all support staff should have the role of Lesson Supervisor as and when required; this is an additional area added to the job description and there will be additional payment for this work if the hourly rate for your normal job is less than that of a Lesson Supervisor.

Main duties and responsibilities:

- To supervise whole classes during the short-term absence of teachers and to give instructions for the lesson as provided by a teacher.
- To maintain good order, acting as a role model, setting high standards of conduct and behaviour, dealing promptly with conflict and incidents in line with established policy, reporting all concerns to an appropriate person.
- To keep pupils on task and respond to general enquiries.
- To provide general feedback to teachers.
- To be aware of and support difference, ensuring all pupils have equal access to opportunities to learn and develop.

Signed:Date:

Reprographics Technician

APT&C Scale

Part time: 22.5 hours per week, Wednesday, Thursday and Friday
39 weeks per year (term time plus INSET days) plus 1 day during school holidays
8:00am – 4:00pm (30 minute unpaid lunch)
You may be asked to work up to 3 Saturdays during an academic year.
You may be asked to work in any school within the Multi Academy Trust

Person Specification

Experience:

- Experience of working in an administrative role is essential
- Experience of working with Reprographics equipment is desirable.

Qualifications:

- Good general standard of education with good literacy and numeracy skills.
- Any other relevant qualifications relating to the requirements of the job are desirable.

Knowledge and Skills:

- Excellent organisational skills.
- Computer literate in Microsoft Office software
- Able to work accurately and with attention to detail, following instructions accurately.
- Able to communicate effectively with pupils and staff
- Able to develop effective working relationships and to work as part of a team
- Ability to adapt quickly and effectively to changing circumstances / situations.
- Able to work towards deadlines
- Experience of DTP software is useful

Aptitudes:

- Be patient and flexible
- Be self motivated
- Work calmly under pressure
- Willing to attend training and development activities
- To recognise and maintain confidentiality