



**THE BILLERICAY SCHOOL**

A Compass Education Trust School

Job Title	Reprographics Technician	
	Option 1	Option 2
Grade/Salary	Scale 3 Point 4-5 £13,407.31 - £13,667.36	Scale 3 Point 4 – 5 £12,511.76 - £12,754.44
Hours	Monday to Friday 08.45 am – 2.45 pm <b>30 hours per week</b> 38 Weeks per year - Term Time Only	4 days per week – exact days to be confirmed 07.45 am – 3.15 pm <b>28 hours per week</b> 38 Weeks per year - Term Time Only
Date Required	As soon as reasonably possible	
Closing Date	Monday 23 May at 09.00 am	
Interview Date	To be confirmed	
Reporting To	Senior Leadership Team	

### Details

We seek a committed and enthusiastic person to join our busy administration team.

The ideal candidate will provide an efficient and effective reprographic service to the school and oversee all jobs submitted to the department by staff and students.

This post would suit a person with a keen interest in creativity and attention to detail. Knowledge of design software would also be an advantage.

### Principal Responsibilities

- 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 assist staff in the functions and advanced features of the photocopiers.
- To assist students in the production of subject curriculum printing.

### Duties

- To advise staff on presentation and costings of work.
- To be responsible for ordering reprographics equipment and stationery and maintaining stock levels.
- To undertake stock control of the Reprographics department supplies.
- To contact external technicians in the event of a breakdown of machinery and to ensure that correct maintenance has taken place.
- To maintain daily, weekly and monthly figures of printing for departments and produce costings as required.
- To support staff through the use of desktop design to produce high quality display and teaching and learning materials.



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## General

- To undertake any training commensurate with the post.
- To be aware of and comply with current copyright legislation relating to photocopying and audio-visual recording.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.

## Marketing

- To assist in the design and publication of marketing materials including school prospectuses, event flyers, brochures etc.
- To assist in the school's marketing online, including website and social media posts.
- To liaise with external printing suppliers to ensure timely production of mass or specialist printing.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

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## About the School

The Billericay School is a heavily oversubscribed comprehensive in Essex with a specialism in Mathematics and Computing. The school has polite and engaged students who want to learn and benefits from good parental support.

With direct links to the 'Outstanding' Billericay Educational Consortium, The Billericay School is renowned for the high standards of CPD it delivers as well as the collaborative and supportive ethos it promotes amongst staff.

Our Governing body is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share in this commitment. The post is subject to satisfactory medical checks, enhanced DBS clearance and references.

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## How to apply

When applying for this position, please use The Billericay School application form, which can be found on our school website under Vacancies: <https://www.billericayschool.com/vacancies/>

Please do not hesitate to contact us if you have any questions.



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Category	Essential	Desirable
Application	<ul style="list-style-type: none"><li>Well completed application form</li><li>Two suitable references</li></ul>	
Qualifications	<ul style="list-style-type: none"><li>GSCE or equivalent qualification in English and Maths, Grade C/4 or above</li></ul>	<ul style="list-style-type: none"><li>NVQ Level 2 or equivalent in specialist area</li><li>First Aid qualification</li></ul>
Experience		<ul style="list-style-type: none"><li>Experience working within a school</li><li>Experience in the design or creative industry</li><li>Experience of website design</li></ul>
Professional Development	<ul style="list-style-type: none"><li>Willingness to undergo training as relevant to the role</li></ul>	
Skills	<ul style="list-style-type: none"><li>Ability to read and write technical reports</li><li>The ability to prioritise tasks to ensure urgent jobs are completed first</li><li>To liaise with/advise staff across the school on their printing needs and offer suggestions for formatting and presentation where needed</li></ul>	<ul style="list-style-type: none"><li>Ability to write reports, letters etc.</li></ul>
Special Knowledge	<ul style="list-style-type: none"><li>Excellent working knowledge of equipment and ICT packages relevant to specialist area</li></ul>	<ul style="list-style-type: none"><li>Knowledge of specialist terminology etc.</li></ul>
Personal Attributes	<ul style="list-style-type: none"><li>Ability to Seek support to overcome communication barriers with children and adults</li><li>Ability to make a proactive contribution to the work of the team</li><li>Good organisational skills</li><li>Ability to remain calm under pressure</li><li>Ability to plan and manage own time effectively</li></ul>	<ul style="list-style-type: none"><li>Demonstrate a highly creative approach to supporting learning</li><li>Good understanding of Health &amp; Safety</li><li>Understand procedures and legislation relating to confidentiality</li></ul>