

# Job Description

## Reprographics Technician



<b>Responsible To:</b>	PA to Headteacher
<b>Hours:</b>	32.5 hours per week, 07:30 to 14:30 Monday to Friday, with a 30 minute lunch break each day, 39 weeks of the year (term time only plus one week)
<b>Grade:</b>	Scale PCD3 (£18,562-18,933 pro rata / £9.62 per hour, pro rata)
<b>Main Purpose:</b>	Under the instruction/guidance of senior staff provide general support in the Reprographics department, including preparation and maintenance of resources and support to staff and students

### Principal Accountabilities

#### *Support for Staff*

- Create and maintain a purposeful, orderly and productive working environment which is also healthy and safe, and to report all health and safety concerns to the appropriate person in accordance with school policy.
- The timely and accurate design, preparation and use of specialist resources and materials, eg. booklets, marketing materials, etc.
- Maintain records relevant to reprographics equipment.
- Undertake any clerical and admin tasks relevant to the role.

#### *Support for the Curriculum*

- Maintaining stock levels, cataloguing and carrying out stock checks, placing orders for consumables in a timely fashion.
- Maintenance of specialist technical equipment (including cleaning), check for quality, safety, undertaking minor repairs and reporting other repair and servicing requirements to the appropriate manufacturers.
- Participating in the organisation and storage of equipment, apparatus and materials.
- Demonstrate and assist others in safe and effective use of specialist equipment and materials where necessary.
- Maintain a current knowledge of health and safety requirements, including attending courses as required.
- Obtain materials by local purchase and keeping appropriate records.

#### *Support for Students*

- Using specialist skills, training and experience to give occasional support for students in production activities under the instruction of the teacher.

#### *Support for the School*

- Be aware of and comply with policies and procedures relating to data protection, child protection, health and safety, copyright, security and confidentiality, reporting all concerns to an appropriate person in accordance with school policies.
- Be aware of and support difference and endeavour to ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos of, work and aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning opportunities and in Personal Professional Development as required.

### **General Conditions of Employment:**

An individual employed as a member of Support Staff shall perform, following instructions given by the Headteacher, such duties as may be reasonably expected of them. They will be expected to:

- Support the aims and objectives of the school
- Support and help promote the ethos of the school

### **Terms & Conditions**

Term time only working means:

- 38 weeks working during term time plus 1 week during school closure. This will be equated on an annual basis so that your monthly salary will not fluctuate.

**September 2020**