

THE JOHN COLET SCHOOL

JOB DESCRIPTION

POST: Reprographics Technician

GRADE: Range 1b

PATTERN: up to 37 hrs/wk, 38 weeks plus two INSET days on a time sheet basis starting at 7.30am

RESPONSIBLE TO: Finance Manager

DUTIES AND RESPONSIBILITIES

- The printing needs of the school through the most cost effective means. For example, all photocopying and printing of school letters, lesson plans, exam papers, framework, booklets, tickets, programmes, production details etc.
- Obtain quotes and manage the outsourcing of appropriate print runs ensuring excellent value for money.
- Advise and assist staff and students on the production of materials using the cheapest option to ensure value for money. For example, paper colour, art work, collating, stapling, binding, laminating – anything needed for the presentation of work.
- All ordering of paper, card, stationery etc., needed for the smooth running of the department plus the relevant clerical work within authorisation levels.
- Assisting with the acquisition of reprographic machinery and associated equipment within the reprographics department.
- To help maintain all reprographic machinery around the school and arrange for engineer visits for non-working machinery where appropriate.
- To maintain the Reprographics Helpdesk system.
- Ensure all shredding & recycling materials are appropriately disposed of.
- Ensure that any requests for paper/toner are promptly delivered.
- To record costings for any reprographic tasks such as binding & laminating for recharging to relevant departments.
- Adaptable, practical, good organisational skills, endless patience and a sense of humour.
- To provide support to students during periods of contact and help promote a general feeling of well-being within the School.
- To participate in the School's appraisal system.
- To undertake any other work as required by your Line Manager.

The duties of this post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation

May 2018