

# WADES DON CHURCH OF ENGLAND SCHOOL

JOB DESCRIPTION	
<b>JOB TITLE:</b>	<b>Reprographics Technician</b>
<b>GRADE:</b>	
<b>RESPONSIBLE TO:</b>	<b>Systems/Network Manager</b>
<b>RESPONSIBLE FOR:</b>	<b>Reprographics for the school and external clients</b>
<b>JOB PURPOSE:</b>	
To provide Reprographics support to staff and students as well as external clients.	
<b>MAIN ACTIVITIES:</b>	<b>Postholder's key responsibilities</b>
<b>Reprographics</b>	
<ul style="list-style-type: none"> <li>• To manage day-to-day photocopying in order to support the effective teaching of students within the school</li> <li>• In addition to photocopying resources, to create other teaching aids as requested by teachers such as laminated resources or stapled booklets</li> <li>• To operate mechanical heavy-duty guillotine, linear trimmer, A3 laminator, comb-binder , power staples and hole puncher as required</li> <li>• To operate large Kyocera TASKalfa Multifunctional Printing Devices in the Reprographics room</li> <li>• To design and improve school documentation as required</li> <li>• To carry out simple accounting of client departments and external clients, delivering a monthly breakdown to the school Finance Officer</li> <li>• To provide graphic design facility for the school</li> <li>• To undertake video production or photography as required, uploading video for archive and editing</li> <li>• To provide an internal reprographics service to school staff and students, and a commercial service to local community organisations and charities</li> <li>• To use either a PC or Apple MAC computer to manage digital reprographics resources</li> <li>• To produce work ahead of deadlines, in particular for external clients</li> <li>• To ensure that the Reprographics Office is kept tidy, paper stocks safely stored and that all Health and Safety guidelines are adhered to</li> <li>• To manage the distribution of print cartridges to all school printers when required</li> <li>• To ensure resource stock levels are sufficient within the department and placing orders when appropriate</li> <li>• To liaise with our external service contractor when there is a fault on any of the printers</li> </ul>	
<b>General</b>	
<ul style="list-style-type: none"> <li>• Compliance to GDPR and Copyright Licensing Act</li> <li>• To be familiar with and work in line with school policy on child protection and safety</li> <li>• To adhere to the school Code of Conduct</li> </ul>	
<b>This role will be subject to a statutory probationary period of three months and will be part of the school's Performance Management.</b>	
<div style="border: 1px solid black; padding: 5px;"> <p>Note: In addition other duties at no higher level of responsibility may be interchanged with/added to this list as required.</p> </div>	
<div style="display: flex; justify-content: space-between;"> <span><b>Agreed by: School Leadership Team</b></span> <span><b>Date: June 2018</b></span> </div>	