



Park Vale
Academy

JOB DESCRIPTION

Job title:	Reprographics Technician
Location:	Park Vale Academy
Salary:	The Redhill Academy Trust Pay Scale, Band 5 £17,824 FTE (Pro-rata Salary £15,028.57)
Hours of Work:	8.00 a.m. – 4.00 p.m. (Term Time Only)
Responsible to:	Operations Manager
Job purpose:	To provide an effective reprographics service to the Academy.

General Description of the Post

1. To prepare work for reproduction, i.e. word processing, colour work including brochures, certificates, letters to students, newsletters, school calendar, exam papers and timetables, work sheets and other similar items
2. To be responsible for the upkeep of the photocopiers and print machines and arrange regular services of all reprographics and related equipment. To report any necessary chargeable reports/replacements to the Academy Operations Manager and arrange for service engineers to undertake repairs
3. To undertake all work in the most cost effective way
4. To order appropriate supplies within the departmental budget
5. To abide by copyright laws at all times
6. To oversee and ensure the quality of documentation being produced at the academy meets house style and standards
7. To provide a binding, laminating and guillotine service
8. To file original materials when appropriate
9. To assist staff with photocopying queries

10.To provide on the job training for members of staff in the correct use of photocopiers

11.To photograph new students and staff for SIMS identification purposes and to produce ID badges for new staff

Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms