

JOB DESCRIPTION

Job title:	Reprographics Technician
Location:	The Carlton Academy
Salary:	The Redhill Academy Trust Pay Scale, Band 5 £12,467 per annum
Hours of Work:	8.30-am – 2.30pm Term Time + 2 weeks
Responsible to:	Headteachers PA Operations Manager
Job purpose:	To provide an effective reprographics service to the Academy

Specific responsibilities include:

- To prepare work for reproduction, i.e. word processing, colour work including brochures, certificates, letters to students, newsletters, exam papers and timetables, work sheets and other similar items
- 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 Business Manager and arrange for service engineers to undertake repairs
- To undertake all work in the most cost effective way
- To order appropriate supplies and keep reprographics departmental accounts
- To be responsible for working out print accounts for departments on a regular basis
- To abide by copyright laws at all times
- To oversee and ensure the quality of documentation being produced at the academy meets house style and standards

- To provide a binding, laminating and guillotine service
- To file original materials when appropriate
- To assist staff with photocopying queries
- To provide on the job training for members of staff in the correct use of photocopiers
- Provide administrative support as directed by the Headteachers PA
- Support with reception/switchboard duties as necessary (e.g. lunchtimes, absence cover and busy periods)
- 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

Additional Responsibilities:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as appropriate.
- Participate in training and other learning activities and performance development as required.
- Provide first aid support as required (training will be provided).

General

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- Participate in training and other learning activities and performance development as required.

I,, accept this job description, which is subject to annual review, as an accurate description of the post stated.

Signed (Post Holder): Date:

Signed (Senior Manager): Date:

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