



**Calder High School
A Part of the Calder Learning Trust**

“Developing Exceptional People”

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants

Job Profile

Post Title: Reprographics Technician
Department: Calder High School
Grade: Scale 3 (Term-time only plus 5 days)

Prime Objectives of the Post:

- To provide a reprographics service for all staff in the school
- To assist with whole-school display

Responsible for:

Main Duties and Responsibilities:

- To provide a whole-school reprographic service in the design, production of materials required for teaching and learning in the classroom and the administration of the school
- To design and produce posters for display purposes and general school signs together with certificates, awards, invitations and tickets etc.
- To assist with the whole school display; presentation of pictures and posters in relation to the school, Specialist Schools and Behaviour for Learning initiatives.
- To scan and reproduce documents in house-format
- To provide and maintain accurate records and accounts
- To control and maintain stock levels
- Plan and prioritise workloads
- Organise maintenance of machines
- Recording of copies used by Faculties and reporting to Director of Finance and Operations
- To assist the staff in the production of booklets, posters, reports etc
- To assist students with final production of their coursework
- Assistance with administration tasks liaising with the Administration Manager on a day-to-day basis who will allocate administrative tasks
- To provide first aid cover for students and staff

Knowledge:

- Excellent ICT Skills (ECDL or equivalent)
- Reprographic machinery
- Knowledge of SIMS
- First Aid Qualification

Skills:

- Able to work on own initiative unsupervised
- Excellent team player
- Able to keep the photocopying equipment in good working order
- Confidentiality
- Able to prioritise work to meet deadlines
- Excellent communication skills
- Excellent keyboard skills

Initiative:

- Organisation of own workload
- Ability to work as part of a team

Demands:

- Accuracy of data inputting
- Contact with staff and dealing efficiently with their enquiries
- Contact with students and dealing efficiently with their enquires
- Reprographic costings and faculty budgets
- First Aid Cover
- Flexibility in working hours

People Responsibilities:

Liaising with:

- Headteacher and Senior Leadership Team
- Teaching and Associate Staff
- Students
- Suppliers

Resources:

- Confidential student records
- Reprographic machines
- Printers
- Stationary

Conditions:

- School environment
- Dealing with student enquiries
- Dealing with staff demands
- Obtaining 'Best Value' for supplies

This job description is not a restrictive outline but indicates a range of duties. The post holder will be expected to be flexible in the range of tasks undertaken as appropriate to the post.