# Job Description

*Birmingham Diocesan Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.*

Job Title: **Reprographics and Finance Officer**

Reporting toBusiness/Operations Lead

Salary: Points 10 – 17 TTO plus 4 weeks

## Overview

Reporting to the Business/Operations Lead, the Reprographics Officer will provide high quality professional support to the Academy to support effective teaching and learning.

The Reprographics Officer will manage,promote, and develop the Academy Reprographics department and Academy fleet of MFD’S (Multi-Functional Devices) to provide an excellent service to all staff, students, and external customers of the Academy. To be responsible for whole school stock provision and ordering of goods relevant to the service and process all academy orders through to invoice stage.

## Core purpose

* Responsible for ensuring all the MFD equipment is running at full capacity, including the provision of full technical support, as this is imperative to supporting staff and students in the production of documents.
* Provide key 1st line support to ensure uptime of equipment. This includes fault finding and fixing, replacement of CRU’S (Customer Replaceable Units) critical parts, toner, staples, and paper replenishment.
* To operate an efficient system for the scheduling and completion of requests.
* To ensure all materials are produced to a high-quality standard complying with the corporate image of the Academy.
* To promote and support the use of digital media to transfer work requests to the reprographics section or directly to photocopiers and in doing so complete requests and enhance the efficiency of the service.
* To ensure all requests are produced to the required specification and distributed to deadlines.
* To maintain a database of templates.
* To provide a laminating and binding service.
* Maintain links with stock/stationery providers, purchasing items at the best price and in a timely manner, ensuring full compliance of BDMAT procurement guidelines.
* To conduct a regular stock inventory.
* To make recommendations for improvements in operational efficiency and purchase of reprographic equipment as appropriate.
* Communicate effectively with service provider should engineer call outs be required. Discuss faults with engineers and software analysts to ensure equipment is up and running as soon as possible so there is minimal delay to production.
* On-line ordering of all consumable items for the reprographic and MFD fleet of machines via providers website.
* Responsibility for checking and signing off all provider invoices in relation to print charges.
* Monitor daily the software system to view the status of all the MFD equipment throughout the Academy and be pro-active in reacting to any problems that are flagged up on the system e.g., faults such as replacement parts that need to be replaced by the post holder.
* Provide all staff and students with training on the MFD’s and assistance in any queries; also provide advice on most cost-effective methods of job production.
* Manage the recharging software system which operates in conjunction with the MFD’S within the Academy.
* Provide 1st line support with any issues staff or students may have in using the access readers to access the MFD’s. Escalate to P Counter any major issues that arise to avoid any critical downtime.
* Manage the issuing of print credits to all staff and students within the Academy and maintain accurate staff department codes which form the basis for month end budget recharging.
* Produce monthly detailed financial reports from the software system to monitor costs and usage on the MFD’s. Also produce Reprographics print and stock recharge reports for Finance department.
* To offer competitive and professional printing and print finishing services to external clients, as and when required to do so.
* Operate to a high skill level the systems to produce high quality colour print jobs on the colour printer; this includes complex and technical print set up of jobs prior to production.

## Finance

* Responsible for processing orders within the Hoge system for education and operations within the academy, whilst ensuring budget allocations support required resources.
* To record deliveries within Hoge to allow prompt payment of invoices and accurate financial reporting.
* To enter invoices to Hoge system for approval by Headteacher to facilitate timely supplier payments.

## General

* Support the overall Christian ethos of the Trust.
* Be a part of the school team and support the smooth running of the school.
* Understand safeguarding, data protection and GDPR.
* Willingness to work flexibly, occasionally outside of normal hours.
* Maintain the confidentiality while undertaking duties.

As a term of your employment, you may be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically to ensure that it relates to the job performed. The work of all MATs and schools' changes and develop continuously which in turn, requires employees to adapt and adjust. The functions/responsibilities above should not therefore be regarded as immutable but may change commensurate with the grading of the post. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not management reserves the right to make changes to the job description following consultation. Any major changes will involve discussion and consultation, which if wished, may involve a Trade Union/Professional Association representative.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for this role

# Person Specification

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| **Knowledge/Qualifications and Experience** | **Essential**  | **Desirable** |
| Experience of working in an educational setting with young people. |  | \* |
| Effective communication with children, staff, and other professionals | \* |  |
| Excellent IT skills  | \* |  |
| Excellent contract management and procurement skills | \* |  |
| Clear communication skills, written and oral | \* |  |
| Excellent organisational skills, with the ability to plan and balance priorities, maintaining high standards while working accurately and effectively within difficult situations  | \* |  |
| Enthusiastic, motivated and committed | \* |  |
| Ability to work as part of a team | \* |  |
| Ability to work own initiative within departmental procedures | \* |  |
| Ability to work in a timely and efficient manner to agreed deadlines | \* |  |
| Demonstrable awareness of legislation relating to the welfare and protection of children | \* |  |
| Ability to maintain a professional manner in challenging situations | \* |  |
| The ability to manage reprographics hardware and software to support the contract. | \* |  |
| Knowledge of Safeguarding legislation and procedures. | \* |  |
| Be able to demonstrate a sound awareness and understanding of Keeping Children Safe in Education statutory guidance. | \* |  |