



**PLYMSTOCK SCHOOL
PERSONNEL RECRUITMENT
JOB DESCRIPTION**



JOB TITLE	Reprographics Assistant (Maternity Cover)
LOCATION	Plymstock School – Reprographics
HOURS	34.5 hours per week, 39 weeks per year 08.15 - 3.45 (Mon-Thurs), 8.15 - 3.15 (Fri)
PAY GRADE	Grade C (SCP 5 – 7)
ACCOUNTABLE TO:	Reprographics Manager

JOB PURPOSE

To assist with the provision of the whole school reprographics service producing materials for teaching/presentation purposes also offering some design.

Main Duties and Responsibilities

- Operating photocopiers, carrying out all black and white and colour photocopying for all departments and staff.
- To produce printed and finished work to the highest standards at agreed dates and times using high volume black and white/colour photocopiers, wide format printing and print finishing techniques eg. laminating, stapling, binding and electric guillotine.
- Clear blockages, jams etc that may occur with the reprographics equipment.
- General maintenance of print finishing equipment.
- To be responsible for the preparation and presentation of all documents in a professional manner for distribution to all stakeholders
- To work with colleagues and students to provide full document production options, advising with cost and design for the most suitable media/format options, to make effective use of resources and minimise wastage of materials.
- Working with teaching staff and administrative staff in the preparation of learning materials using Microsoft Office/Graphics software.
- Assist Reprographics Manager as directed in the management and use of resources and administrative duties
- Supporting in the production of the school's newsletter
- Assisting with the posting of social media content about the school, as directed
- Any other tasks as directed by the Reprographics Manager

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with teaching staff, to support achievement and progress of pupils.
- Participate in training and other learning activities and performance development as required.