



Park Hall Academy

Part of the Arden Multi Academy Trust



Post title

Reprographics Technician and Office Support

JOB DESCRIPTION

JOB TITLE: Reprographics Technician and Office Support

JOB PURPOSE

Part of the resource support team which includes the IT Technicians and Data Manager, the Reprographics Technician and Office Support role will provide a full reprographics service to staff and students and help to promote a positive image of the school through the production of professional documents for both internal and external use.

WORK PERFORMED

Responsibilities and duties may include:

- Photocopy material for school use, including internal examination papers and other booklets and leaflets as required.
- Photocopy students work as requested, ring bind assessment folders, laminate sheets and advise on the presentation and layout formats.
- Assist with the making of displays around the school and promotion of a consistent approach.
- Finishing copied items by trimming, binding or laminating.
- Work out timescales, costs and the number of copies required including producing school stickers, handling/storing stock.
- Monitor the progress of the copying run and quality check samples.
- Monitor the use of photocopying paper by faculties including use of colour compared to black and white copying.
- File and up-date school documents e.g. school maps, report cards, general information.
- Ensure that the reprographics room is kept in a clean and tidy manner ensuring that all Health and Safety regulations are adhered to.
- Order paper and materials as and when required and disseminate to departments as necessary.
- Organise service and repair of equipment by liaising with outside agencies.
- Perform basic equipment maintenance and cleaning.
- In the event of staff absence, assist with copying of cover work potentially on the day and deliver to classrooms.
- Assisting with control of photocopying equipment across the site, responding to fault reports, contacting service engineers, maintenance of paper stock levels.
- Supporting the exams office as and when required including the photocopying of exam scripts.
- Sort, label and arrange delivery for all school parcels
- Support school office when required in all aspects of admin to provide additional capacity
- Production of stickers, labels etc to promote school activity
- Review and replenish school displays to promote a positive environment.
- Support general office when the need arises with phones and reception cover.
- Any additional duties required

PERSON SPECIFICATION

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	A good general education with qualifications in a related field	
Skills & Abilities	Excellent communication skills with the ability to work effectively with and relate to: Staff in school Colleagues Parents External services and young people on an individual and group basis Excellent IT skills Good written and organisational skills Ability to work with calmness and empathy when under pressure	
Experience	A detailed understanding of working with children and young people	Extended experience of working in an educational environment
Knowledge	Awareness of health and safety procedures	Knowledge of Local Authority policies and procedures specifically relating to education and child development Knowledge of school systems and procedures
Competencies	Work to deadlines Problem solver Show initiative Work individually and as team member Work under pressure	
Other Requirements	Willingness to undertake relevant training	