



THE BISHOP FRASER TRUST

A CHURCH OF ENGLAND MULTI ACADEMY TRUST

JOB DESCRIPTION

Job Title:	Reprographics Technician	Department/Group:	Support Staff / Admin
Level/Salary Range:	Grade B SCP 3 – 4	Reporting to:	Office Manager
Contract term:	Term Time plus 10 days	Hours per week:	23

Vision Statement

“To allow all children to experience ‘life in all its fullness’, no matter what their starting point” by:

- Offering a high quality, inclusive and distinctive education
- A caring and nurturing environment based on our Christian values
- Recognising the unique nature of each child.

Main Objectives of Role:

To work under the direction of the Office Manager:

- To provide the service of day-to-day printing, copying and finishing requirements to all school staff using a wide range of equipment.
- To be confident in the use of printers, laminators, guillotines, binders and other finishing machines.
- To be thorough and methodical, able to prioritise requests and work to deadlines.
- To log copying requests into and out of the reprographics department, record job details and be able to track the progress of reprographics requests.
- To help prepare designs and layout for print runs.

Job Description:

Key Responsibilities

Ensure that reprographic equipment is functioning and ready for use;

- Open the reprographics area at the beginning of the school day and prepare equipment for full use.
- Ensure that the reprographic room is kept in a clean and tidy manner ensuring that all health and safety regulations are adhered to.
- Order paper and materials (e.g., toner, staples, laminating roll, etc) as and when required to maintain stock levels.
- Ensure machines have the correct levels of toners, staples and paper for each job
- Carry out basic equipment maintenance and cleaning.
- Organise the service and repair of equipment by liaising with outside agencies.
- Supervise engineers from outside agencies in accordance with school safeguarding requirements.
- Review copying reports and monitor the use of paper by departments and supply a monthly update to the Office Manager.

Provide a full and confidential printing and copying service to all school staff;

- Photocopy material for school use including lesson resources, internal examination papers and other booklets and leaflets as required.
- Produce booklets, leaflets, posters, etc for school events.
- Prepare display materials.
- Finish copied items by collating, trimming, binding or laminating.
- Programme instructions into the copying equipment and advise staff on best use of the equipment.
- Monitor the progress of the copying run and quality check samples.
- Photocopy students work as requested by staff.
- Be responsible for the production of Staff ID cards.
- Discuss job requirements with staff and advise on layouts and designs.
- Make amends to documents where necessary to ensure print quality (e.g., fit to page).
- Track the progress of requests and ensure clear communication of timescales.

Provide a full and confidential printing and copying service for external requests;

- Cost print jobs which need to be charged out; provide quotes and invoices.
- Work out timescales, costs and the number of copies required and communicate clearly.
- Respond to any external requests promptly.

General Responsibilities

- Work collaboratively with a range of internal and external partners, demonstrating a positive 'can do' attitude and working as one team for the wider 'team BFT'
- Limited flexibility with working hours on occasion beyond the usual working day, recognising the variable nature of workloads and deadlines. It must also be noted that the Trust strongly recognises the fundamental importance of a private and family life, and of adequate rest and recreation.

Safer Recruitment Statement

The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff employed by the Bishop Fraser Trust are expected to:

- uphold and promote the Trust's vision
- uphold and promote the Christian ethos of all schools in the Trust
- support and contribute to the achievement of all students academically and pastorally
- support and contribute to the Trust's responsibility for safeguarding all students
- undertake professional training to enhance personal development and job performance;
- Comply with all Trust and individual school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection
- maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect
- share best practice, expertise and skills with others
- Seek to be positive and build up the common good through their own individual contribution to the life of their school
- Offer ideas and suggestions for making things better
- Engage actively in the appraisal and performance review process
- Seek to develop a better work/life balance
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description
- Work within the Trust and individual school's Health & Safety Policies to ensure a safe working environment for all staff and pupils.
- Follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher or SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

Last Updated:

March 2023



PERSON SPECIFICATION

	Reprographics Technician - CRITERIA	Essential / Desirable
Work related circumstances – professional values and practices of The Bishop Fraser Trust	High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	E
	Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	E
	Commitment to the Trust's Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour they expect from the students with whom they work	E
	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	E
	Able to liaise sensitively and effectively with parents and carers recognising their role in student learning	E
	Able to improve their own practice through evaluations and discussion with colleagues.	E
	Flexible with an ability to be able to embrace and generate change	E
Personal Qualities	Self-motivated and personally resilient	E
	High levels of personal integrity, discretion, honesty, reliability and self-awareness	E
	Conscientious and diligent work ethic	E
	High standard of personal presentation with an excellent attendance and time-keeping record	E
	Exacting standards, with high levels of attention to detail and accuracy	E
	Patience, kindness and understanding	E
Professional Dispositions	Pro-active in using initiative	E
	The ability to meet and greet visitors, staff and students warmly, confidently and professionally, focussed on meeting customer needs and satisfaction	E
	Maintains a positive outlook at work	E
	Willingness to take a hands-on approach as necessary	E
	Flexibility, on occasions and within reason, in approach to working hours	E
	A strength at organisation and prioritising	E
Qualifications	5 GCSEs or equivalent A*-C, including Maths and English at C grade or higher or ability to demonstrate equivalent ability.	E
	Willingness to train as a Fire Warden and First Aider if it is required	E
	An awareness and ability to work within the rules of relevant policies, legislation and good practice relating to schools, particularly Data Protection, Child Protection and Safeguarding	E
Experience Skills and Knowledge	Experience of undertaking large volumes of reprographics work	D
	Experience of changing the design of work to improve the quality of finish	D
	Using Educational SIMS	D
	Willingness to participate in relevant training and development opportunities.	E
	Basic awareness of first aid	D
	Good keyboard skills	E
	Good written and oral communicator	E

	Reprographics Technician - CRITERIA	Essential / Desirable
	Good ICT skills in the use of all Microsoft Office packages, with excellent use Excel for formatting, sorting, data collation etc. and Word e.g., mail merge. High quality presentation and accuracy	E
	Participate in development and training opportunities	E
	Relate well to children and adults.	E
	Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	E
	To be able to identify opportunities to ensure tasks are completed within specified timeframes.	E
	Good numeracy and literacy skills.	E
	Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work.	E
Safeguarding of Children and Young People	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E