

## Job Description

**Job Title:** Reprographics Technician

**Grade:** Band E (Points 5-7) (salary details at appendix 2)  
**Hours:** 18 hours per week, 39 weeks per year  
**Reporting to:** Admin & Planning Manager  
**Department:** Admin

### Main Purpose of Job

- To provide reprographics based, curriculum and administrative support across the school.
- Respond to and resolve printing issues for staff and students
- To contribute to the raising of standards and quality of reprographic materials.
- Develop the role of the reprographics function, utilising appropriate equipment within and alongside the computer network. This will include digital network copiers, printers, scanners, bespoke software and desktop publishing.

### Main Duties & Responsibilities

- Development of and responsibility for ensuring the production and completion of standardised school documentation as per calendared dates. This practice will require liaison with all staff to achieve this objective including the scheduling of work to cope with busy periods.
- Development of quality controls to ensure standards are maintained for all work undertaken in the centre.
- Provision of printing, photocopying and associated finishing services in the school
- Ensure that existing reprographic equipment is operational within the school to support users copying and printing, and that paper supplies are distributed as necessary.
- Act as the contact point with providers of equipment and of the service and maintenance contracts
- Call out maintenance engineers as required, maintaining records of outcalls made and response times for monitoring purposes against service level agreements.
- Maintain knowledge of developments in printing and photocopying, and the potential for ICT links.
- Advise the Network Manager and Admin and Planning Manager on equipment and software needs.
- Research and perform statistical analyses to determine availability of resources and to estimate departmental and whole school usage and associated costs.
- Implement systems of access control to reprographic facilities as appropriate.

### Stock Control

- Stock control, monitoring and ordering of supplies of copy paper, consumables and other related items.
- Control of use of centralised equipment

### Financial Controls

- To be the main budget holder for the bulk reprographic stationery supplies.
- Ordering of photocopier paper and bulk reprographic stationery supplies as required
- Monitoring of the automatic purchasing system for copier toners
- Review costs and provide budgetary information for proposed new systems and procedures.

## **Other Duties and Responsibilities**

- To support the wider team with administrative duties as appropriate.
- Any other duty appropriate to the general area of operation and in line with the broad range of responsibilities and aptitudes expected.

## **Health and Safety**

- This post involves dealing with students and visitors to the school, and responsibility for own health and safety and that of others will be of key importance
- The post holder must have the moral courage to insist on appropriate safety standards within their area of influence, whilst not using Health and Safety as an excuse to water down the educational experience for the students.

## **General**

### **Entitlement to:**

- A clear management line and access to the immediate line manager.
- An annual performance review, which includes the setting of individual performance targets in line with the established school procedure.
- Time and opportunity for professional development, in an appropriate form.

## **Requirements**

- The postholder is expected to comply with the provisions of the Data Protection Act 2018 and other relevant legislation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the school's Data Protection Policy and Procedure.
- Knowledge of and compliance with relevant school policies and procedures e.g. Health & Safety, No Smoking, Acceptable Use of the Internet, procedure to gain authorisation for expenditure, privacy policies, Child Protection etc.
- Willingness to undertake training /professional development in-house or externally.
- Participation in the performance management system in force for all staff.

## **Notes**

- Stratford upon Avon School reserves the right to alter the content of the job description to reflect changes to aspects of the role, without altering the general nature of the role or level of responsibility.
- The responsibilities detailed are subject to the terms and conditions laid down in the Contract of Employment for Support Staff.
- The job description summarises an indicative range of duties, responsibilities and outcomes, but does not seek to imply the relative priorities or the proportion of time to be spent on each.

# Appendix 1

## Support Staff Posts

### Corporate

- Support your line manager or team leader as required in maintaining a customer focus, efficient working, establishment and following of operating procedures, compliance with health and safety and other regulatory requirements, identifying desirable developments, and providing clear support in general for teaching and learning, student progress and wellbeing, and any external or collaborative arrangements with which the school is involved
- Contribute to the effective operation of support services
- Be prepared to share good practice with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations
- As part of a team of support staff, provide assistance with the invigilation of examinations if required
- As a member of staff working in a school setting, have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students

### Working with Students

- As part of a team of support staff, provide assistance with a variety of other provision if required, such as supervision of private study, accompanying school visits, general staff duties etc.
- Be prepared to engage in elements of guidance or instruction to students in line with specific job role, area of interest or expertise.

### Membership of Groups

1. From time to time, take the opportunity to be involved in working groups, designed to enhance the learning or operational aspects of school life.

## Appendix 2

### Reprographics Technician

#### Terms and Conditions of Employment specific to the post

##### Working Hours

The post is for 18 hours per week working Wednesday to Friday from 08:15am to 14:15pm.

When working 6 hours or more an unpaid lunch break of 40 minutes will be taken at a mutually agreed time, by agreement with the line manager and in collaboration with other colleagues to ensure the department is covered.

Where 6 hours or fewer are worked per day, it may be possible to omit the lunch break.

Working weeks will be 39, comprising 38 weeks of school term and 5 separate staff learning days.

Staff working less than a 37-hour week will work pro-rata staff learning day hours, either pro-rata on each training day OR a pro-rata number of training days, by agreement with HR.

##### Holidays

- a) Term-time staff are paid for a pro-rata proportion of holidays applicable to the grading of the post and the length of their service.
- b) All holidays are deemed to be taken within school holidays.
- c) The allocation of holidays against which pro-rata payment is made is 23 days for new entrants to schools, academies, or local government. 26 days after 4 years' continuous service, plus 8 Bank Holidays and 4 Statutory days

##### Other Benefits

- Free car parking, subject to availability
- Wellbeing employee assistance programme
- Contributory pension scheme

##### Remuneration

Starting salary for a full-time post at Band E (points 5-7) is within the range £25,583 to £26,403 per annum paid pro-rata to the hours and weeks worked. Actual salary for hours and weeks worked is calculated as £10,782 to £11,127. Starting point is dependent on experience, qualifications and subject to any continuous service.

*The School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All positions at Stratford-upon-Avon School are subject to the Disclosure Barring Scheme.*

*This role is exempt from the Rehabilitation of Offenders Act 1974 and is therefore subject to an Enhanced DBS and requires a children's barred list check.*