

Role Profile: Reprographics Officer

Purpose

The Reprographics Officer provides full and efficient reprographic support to all teaching and support staff and manages and oversees the Reprographics room on a daily basis. S/he will fulfil all requests for printing and copying submitted by staff in a timely manner to meet any deadlines set. In addition s/he will ensure that equipment in the Reprographics Room is maintained in a good working order, including arranging for any necessary repairs to be undertaken by specialist contractors, and manages the supply and stock levels of all consumables required for printing and copying.

This role will also provide daily lunchtime cover for the receptions at both Akeley Wood House and Tile House Mansion when necessary. They will be first aid trained and will provide first aid cover for the First Aid Lead when required.

Key Accountabilities (6-8 max)

- Receiving printing/copying requests and fulfilling orders submitted using reprographic equipment and assisting users with special printing / copying requirements – paper sizes; document finishing; laminating; stapling; booklets etc;
- Fixing routine issues, e.g. paper jams, user-generated errors (wrong paper size etc);
- Maintaining and managing all stock including finalising and placing orders for new materials and paper undertaking regular, basic maintenance, including changing toner, and safety checks on all School reprographic equipment;
- Arranging for repairs of equipment, as and when necessary, to ensure smooth operation of all equipment and dealing with the service departments of suppliers to ensure service requirements of machinery are met;
- Monitoring records of usage on a monthly basis and reporting on patterns of usage;
- Arranging for collection and disposal of all surplus and unused printed materials and paper;
- Ensuring that the School's Reprographics Room is maintained in a tidy and ordered appearance.
- Creating and distributing staff lanyards.
- To be present on and around the days when the school is notified of GCSE and A level results and provide administrative support to the Exams Officer during this time.
- To provide daily lunchtime cover for the receptionist as directed by the Administration Office Manager at either Tile House Mansion or Akeley Wood House.
- To be first aid trained and provide first aid cover when required as directed by the Administration Manager.
- Attending meetings and training sessions as required and assisting with major School functions e.g. Open Days, presentation evenings.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.

Person Specification

	Essential	Desirable
Qualifications	Excellent levels of written and spoken English.	
Skills	Excellent organisational and administration skills. High levels of attention to detail and accuracy.	
Experience	Maturity and a calm friendly manner even when under pressure with ability to employ tact and diplomacy in challenging and sensitive situations.	Experience of working in a school or with young people.
Other	Understand the importance of discretion and confidentiality. Willingness to undertake First Aid training as needed. Well presented appearance and professional manner.	

Key Stakeholders:

Internal - Senior Management Team

- Administration Manager
- Teaching Staff
- Pupils
- Administration Team
- Caretaking and Site Management Staff

External – Cognita management and staff

Remuneration

- Competitive Salary
- Contributory Pension Scheme
- School Fee Discount
- Professional Development
- Term time: 8.30am to 3.30pm* Monday-Friday, plus 15 school holiday working days to include inset days.
- * Hours during Summer Term 8.15am to 3.15pm Monday-Friday.

