



POST TITLE: Reprographics Manager – Maternity Cover **GRADE:** Scale 3

37 hours per week, 8am - 4pm term time only plus 4 weeks (to be agreed with line manager)

POST REPORTS TO: Business Manager

POST RESPONSIBLE FOR

The post has no responsibility for staff

MAIN PURPOSE OF THE JOB

Reprographics

- To be responsible for fulfilling the reprographics requirements of the school and produce a wide range of high-quality printed documentation and other reprographic products, within required deadlines.
- To manage the reprographics email inbox, to prioritise print requests and to ensure they are fulfilled for the staff at the school.
- During exam season we would require you to start work at 7.30am in order to ensure all photocopying requirements for live examinations are fulfilled.
- To ensure the general care of Reprographics Department, including maintenance of machinery and equipment, ensuring the correct level of maintenance is carried out throughout the year and liaise with external contractors to resolve issue within agreed contracts
- To ensure correct procedures are followed when maintaining printers to limit exposure to toner and prevent injury from hot exposed components.
- Creating a welcoming and positive environment amidst the pressures of prioritising need.
- Prioritise and manage your own workload efficiently and independently to ensure that the requirements of the school are met.
- To have responsibility for the creation and production of all programmes, handbooks etc through the School Year using graphics technology
- To produce weekly bulletins for distribution within school
- To provide associated reprographic services: collating, paper-folding, guillotining, stapling, book-making, binding and laminating.
- To support with design of internal communications and displays within the school environment
- To raise requisitions for consumables when needed, ensuring effective resource planning to avoid under resource and maintaining best value.

- To cooperate and communicate effectively with members of the administration team in order to ensure efficient team-working, including requesting assistance during busy periods and provide the admin team members with general administrative duties, as required and if time allows.
- To keep financial accounts to record charges for departmental printing and for any outside 'private printing' undertaken where this cannot be done through the normal software, ensuring that information is regularly reported to the Director of Finance and Operations.
- To keep a record of paper, card and laminating materials taken for use by the departments and input the charges for these using the relevant software.
- To maintain confidentiality at all times, particularly when handling sensitive documentation.
- Proof reading any submitted documents to ensure free from errors and make on the spot changes to ensure work can be printed within required timescale.
- Be proactive and take responsibility for checking user department accounts remain accurate and the correct departments are being charged.
- To undertake appropriate and relevant training.

General

- To have due regard for the School's Health and Safety policies
- To take part in the annual professional development review for support staff being aware that job descriptions are subject to regular review
- To undertake training as and when appropriate
- To undertake any other duties which may be assigned to the post from time to time as directed by the Head

Contacts

Regular: Students, teachers, administrative staff

Occasional: Outside companies

Supervision

The postholder should be capable of planning and prioritising their own

Workload referring queries as necessary to the Office Manager

Determination

Honesty

Readiness

Respect

Spark