

## CHILDREN AND LIFELONG LEARNING – HR SERVICES

School				
Job No.	Post Title	Grade	JE Pts	Date
W213	<b>Reprographics Technician</b>	Grade 1	272 NJC	April 2008

### Statement of Purpose

To work under the direction and instruction of senior staff to provide reprographic support to the school.

### Support the Organisation

- Operate and maintain reprographic equipment, e.g. photocopier.
- Contact service engineers as necessary to ensure the equipment remains in working order.
- Order and maintain stocks and arrange for orderly and secure storage of supplies.
- Print, collate, bind, laminate and/or staple as required all school and departmental publications.
- Undertake routine financial administration e.g. administer departmental budgets for printing and photocopying.

### Support Other Staff

- Carry out photocopying for the staff as required and for individual students (for a small fee).
- Support staff, particularly new members of staff to understand and use the photocopier.

### Support Administration

- Provide routine clerical support, e.g. photocopying, filing, faxing, emailing and completing routine forms.
- Maintain manual and computerised records/management information systems.
- Undertake typing, word-processing and other IT-based tasks.
- Sort and distribute mail.
- Undertake routine administration e.g. registers/school meals.
- Undertake reception duties, answer routine telephone and face to face enquiries and sign in visitors.

### Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

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**Note 1:**

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.***

**CHILDREN AND LIFELONG LEARNING – HR SERVICES**

**Person Specification  
Reprographics Technician  
Level 1**

<b>Essential Criteria</b>	<b>Measured By</b>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• General clerical work.</li> </ul>	AF/I
<p><b>Qualifications/Training</b></p> <ul style="list-style-type: none"> <li>• Good numeracy and literacy skills.</li> </ul>	I
<p><b>Knowledge/Skills</b></p> <ul style="list-style-type: none"> <li>• Good understanding and ability to use relevant equipment/technology.</li> <li>• Ability to work constructively as part of a team.</li> <li>• Ability to relate well to children and to adults.</li> <li>• Good communication skills.</li> <li>• Good organising, planning and prioritising skills.</li> <li>• Methodical with a good attention to detail.</li> </ul>	AF/I
<p><b>Behavioural Attributes</b></p> <ul style="list-style-type: none"> <li>• Customer focused.</li> <li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>• Open, honest and an active listener.</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>• Is committed to the provision and improvement of quality service provision.</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Acts with pace and urgency being energetic, enthusiastic and decisive.</li> <li>• Communicates effectively.</li> <li>• Has the ability to learn from experiences and challenges.</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>	AF/I

**CHILDREN AND LIFELONG LEARNING – HR SERVICES**

AF - Application form

I - Interview

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**Note 1:**

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***