Haileybury Turnford

Ambition · Pride · Success

Job Description

Job Title:	Reprographics
Salary Scale and Range:	Hay 4 SP6-SP9
Responsible to:	IT Manager
Job Purpose:	To run the reprographics for the school To support school administration To cover reception

Main Responsibilities:	• Provide clerical support this is to include photocopying, filing and answering routine correspondence.
	  ○ Copying/printing
	  ○ Laminating
	  ○ Binding
	  ○ Ordering paper & supplies for reprographics
	  ○ Ensure all copy/printers are functioning correctly. Notify Lease Company of problems and arrange for them to attend site to repair.
	  ○ Ensure that copy/printers located outside the repro dept. have supplies of paper
	  ○ Produce identity cards for staff and sixth form students including taking photo and uploading a copy onto SIMs
	
	• Develop the Haileybury Turnford brand through all documents and communication produced through reprographics.
	  ○ Ensure all staff are using the correct logo, font etc. on documents handed over for copying
	  ○ Circulate standard documents to staff e.g. headed paper, powerpoint format etc.
	  ○ Work with admin staff to develop new printed materials or update existing materials.
	
	• Manage the finance records for photocopying and reprographics.
	  ○ Send cross charging information to finance monthly
	  ○ Ensure the school achieves best value in all purchasing e.g. paper, laminating material, stationery etc.
	  ○ Track copier usage to monitor invoices and for planning purposes.
	
	• Support the inclusion team in the production of certificates reports and all forms of communication hard copy.
	To design and produce items such
	  ○ Certificates
	  ○ Cards – report, bike, medical. Late, time out etc.
	  ○ Reports

	• Actively promote and demonstrate creativity and innovation in the organisation
	  ○ Design & production of
	  ▪ postcards
	  ▪ display materials
	  ▪ booklets
	  ▪ posters
	  ▪ pack of information e.g. staff induction, Y6 induction etc.
	
	• Be aware, understand and act promptly to implement the safeguarding duties.
	
	• To participate in marketing and liaison activities such as open evening and liaison events with schools and community organisations.
	  ○ To be present throughout open evening.

Ethos	• Assist in ensuring good behaviour and an excellent ethos out of class; • Assist in activities designed to promote the school and its reputation; • Undertake statutory duties as published by the school.
	Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore employees will be expected to comply with any reasonable request from a manager, including ad hoc projects, to undertake work of a similar level that is not specified in the job description. The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. The job description will be reviewed and updated annually as part of the performance management process.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all staff.

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Reprographics – Person Specification

To be read in conjunction with the Reprographics Job Description

Job Title:	Reprographics technician
Knowledge, Understanding & Skills	Good ICT skills. Strong organisational, administrative and time management skills. Good communication skills. Knowledge of how to operate reprographics equipment
Experience	Operation of reprographics equipment Using Microsoft packages Experience of using design packages would be beneficial
Personal & Leadership Qualities	An enthusiasm for the job. Commitment, energy, creativity and imagination. A capacity for hard work. A positive approach and attitude to change. An ability to work effectively as part of a team, maintaining positive professional relationships with colleagues.