Position:	**Reprographics Technician Level 3**
	Full time, Permanent
Salary:	£29,777 to £31,364
Apply by:	10th May 2024 at 12pm
Interview date:	TBC
Location:	All Saints Catholic High School
	Roughwood Drive
	Kirkby L33 8XF
School website:	http://www.allsaintschs.org.uk
Roll:	1137

Job Overview

We are seeking to appoint an outstanding individual with Reprographics expertise.

In this key role, you will manage the professional delivery of all day-to-day digital print-based projects through the effective use of budget and equipment, whilst simultaneously maintaining quality control across all aspects of the service including school identity and brand management.

To succeed, you will have experience of hands-on working in similar print environments with a sound understanding and working knowledge of all relevant machinery and software, including cloud based collaborative software such as G-Suite.

Experience of managing staff including staff development is a key part of the role as is liaising with internal and external clients and partners.

Additionally, you will have good time management and organisational skills, the ability to prioritise tasks to meet deadlines/targets. You will also have demonstrable skills to communicate and build efficient working relationships with staff throughout the school.

Job Description

Position title: Reprographics Technician

Responsible to: IT Manager

Liaising with: All staff and pupils at all levels

The position is full time - 52 weeks, 36 hours per week.

Special conditions of service: The post holder will be required to have a flexible approach to their work to meet the needs of the school. This may include occasional events evenings and Saturday work (agreed overtime).

Leave Entitlement: Leave is to be taken at a time agreed in advance with the Office Manager.

This job description gives an indication of the range of responsibilities. It is not intended to be definitive. It will be developed further over time in consultation with the postholder, through Professional Development sessions.

As the Reprographics Technician the expectation is you will provide full and efficient reprographic support to all teaching and support staff and manage and oversee the reprographics room on a daily basis. You will fulfil all requests for printing and copying submitted by staff in a timely manner to meet any deadlines set.

In addition you will ensure that equipment in the reprographics equipment is maintained in a good working order, including arranging for any necessary repairs to be undertaken by specialist contractors, and manage the supply and stock levels of all consumables required for printing and copying.

Duties and responsibilities

- Print and staple resources for school use, including internal examinations papers and other booklets and leaflets as required.
- Photocopy students work as requested, ring bind assessments folders, laminate sheets and advise on the presentation and layout formats.
- Perform layout and design of materials, including assistance in the design, format, and layout of forms, booklets, teacher guides, flyers, business cards, letterhead, workbooks, posters and other related material, using appropriate software such as Adobe or Affinity.
- Finishing copied items by trimming, binding or laminating.
- Printing and distribution of staff security cards and lanyards.
- Monitor the progress of the copying run and quality check samples.
- Order paper and materials as and when required and disseminate to departments as necessary.
- Organise service and repair of equipment by liaising with outside agencies and the IT team.
- Perform basic equipment maintenance and cleaning of machines.

General
- Ensure that the reprographics room is kept in a clean and tidy manner ensuring Health & Safety regulations are adhered to.

- Attending meetings and training sessions as required and assisting with major school functions eg Open Days, presentation evenings.
- Undertake any other duties, consistent with the purpose of the job, as may from time to time be assigned by senior management.