



**MANGOTSFIELD SCHOOL
SPECIALIST COLLEGE IN ENGINEERING & SCIENCE**



JOB DESCRIPTION

JOB TITLE: Reprographics Officer

POST NO: MAN 500

Grade: Hay 10

RESPONSIBLE TO: Assistant Head (Aspirations for Learning)

JOB PURPOSE: To provide an economic and efficient reprographic service in support of learning across the school.

MAIN DUTIES:

1. To organise the day-to-day running of the department including keeping a record of work carried out, prioritising the workload and keeping accurate records to comply with copyright regulations.
2. To prepare documents for printing using a variety of means including word-processing.
3. To print/photocopy/staple/bind documents as instructed and distribute finished printing to meet deadlines.
4. To operate DP-43S Scan-printer; Workio 2500 Photocopier; Duplo DBM-120 Booklet-making/Collating machines (or similar); Thermal & Comb-binding machines plus Laminating machines, Guillotines and Electric Stapling machine.
5. To take responsibility for the day-to-day maintenance of photocopiers in use throughout the school including ordering consumables & notifying contractors when machines require attention.
6. To prepare camera-ready artwork for both the Staff and Student Planners onto specific layout sheets to be sent away to the printing company.
7. To be responsible for ordering paper and card used both in the department and throughout the school and its distribution; ordering all other consumables for reprographics.
8. To advise staff regarding copyright law.
9. To train colleagues to use the reprographic machinery, as required.
10. To carry out basic maintenance of machinery, notifying contractors when machines require attention.
11. To assist the Business Manager and Finance Officer by keeping records of copies taken via the Emos machine and by calculating and checking invoices for goods ordered.
12. To continue to research use of new technology and develop the role.

DIMENSIONS

The postholder will provide an economic and efficient reprographic service for approximately 1334 students and approximately 155 staff.

JOB CONTEXT

The post-holder will be required to work in a flexible and co-operative way. He/she will be expected to use initiative to deal adequately with situations that may arise.

SUPERVISION AND WORK PLANNING

The postholder will receive general direction and supervision from the Assistant Head (Aspirations for Learning) and the Headteacher but will be expected to use initiative to anticipate requirements and deal with situations as they arise.

HOURS WORKED

35 hours per week, term-time only including 2 INSET days, worked at 8.00 am-3.30 pm Monday to Friday, with 30 minutes for lunch.

PROBLEMS AND DECISIONS

Planning and prioritisation of work to meet internal and external deadlines.

CONTACTS

The postholder will be required to establish good working relationships with all school staff, while being sensitive to confidentiality requirements.

The postholder will have regular contacts with external suppliers and maintenance engineers.

KNOWLEDGE, EXPERIENCE AND TRAINING

A good standard of general education equivalent to three GCSE passes at Grades A-C, including English Language, or equivalent.

Excellent word-processing skills with substantial relevant experience in a similar role or environment.

Excellent working knowledge of Microsoft Word. A good working knowledge of all Microsoft Office packages including Excel, Publisher and Powerpoint is desirable.

Training in the use of reprographic equipment will be provided.

PHYSICAL EFFORT/ WORKING ENVIRONMENT/ EQUIPMENT

Handling and unpacking boxes of paper and card.

Working in a normal office environment.

Use of reprographic equipment, computer and other office equipment.

GENERAL

This job description sets out the main duties of the post and does not describe in detail all tasks required to carry them out. It is assumed that other duties of a similar level/nature undertaken within the school are not excluded because they are not itemised.

SPECIAL NOTES OR CONDITIONS

The postholder will be subject to an enhanced Criminal Records Bureau check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

The postholder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection and behaviour management policy.

All employees are under a legal obligation not to use or disclose any personal information that comes into their possession in the course of their duties in any unauthorised manner.