

JOB DESCRIPTION

CHINGFORD FOUNDATION SCHOOL CHINGFORD ACADEMIES TRUST

JOB TITLE: Reprographics Officer

RESPONSIBLE TO: ICT Network Manager

RESPONSIBLE FOR: Assistant Resources Officer

GRADE/PAY RANGE: Scale 6 (Spinal Points 18 to 21)

HOURS: 25 hours per week, 46.21 weeks per year
Working hours - 8:15 to 1:15 each day (Monday to Friday)

WEEKS PER YEAR: 46.21 weeks per year which includes 5 working days during the school holidays to be arranged with line manager

KEY CONTACTS: External - Parents
Internal – Staff/Pupils

PURPOSE OF THE JOB

- To provide full and efficient reprographic support to all staff and to manage the reprographics office on a day-to-day basis.
- To assist with general administration when required
- To maintain a good working relationship with all staff, external agencies, parents and visitors to the school
- To provide effective line management

MAIN DUTIES AND RESPONSIBILITIES

1. To provide copying and printing using reprographic machinery including all finishing (using relevant machinery)
2. To troubleshoot errors and fixing routine issues, e.g. paper jams, user-generated errors (wrong paper size etc.)
3. To assist users with special printing / copying requirements – paper sizes, document finishing: stapling; booklets etc.
4. To liaise with external suppliers'/service departments of the reprographics machinery to resolve issues and book maintenance visits

5. To keep a clear record of maintenance checks in line with Health and Safety protocols
6. To keep departmental accounts of usage of the reprographics machinery and prepare monthly recharges to the finance department in the required format
7. To be responsible for ordering and maintaining stock in line with financial guidelines, and working within the financial policies as set by the Trust
8. To use the Trust print management software, ensuring coding structures are kept up to date as advised by the finance team
9. To training users on photocopying, scanning and other MFD functionality, particularly in educating users in resources and cost effective use of the technology
10. To provide a 'Design Service' as and when required supporting effective presentation of materials for staff and students
11. To provide general advice and guidance to staff, pupils and others, supporting the 'Design Service' where required
12. To archive and manage the storage of any unused materials as appropriate
13. To liaise with the administrative team with regards to in-house production of literature
14. To support the partnership of other colleagues within the Trust and provide cross trust guidance and advice as required
15. To operate relevant equipment/ICT packages (e.g. photocopiers, word, excel, databases, spreadsheets, Internet)
16. To carry out work professionally and maintain confidentiality at all times
17. To maintain a tidy, safe and effective reprographics environment
18. To carry out any other duties appropriate to the level of the post as required by the school

Line Management responsibilities

- 1 To assist with the appointment of reprographics/resources assistants
- 2 To support the induction process for new members of staff

- 3 To work with the HR team and manage staff absences in terms of service delivery and ensure that weekly/monthly returns required by HR (sickness, leave requests etc) are provided in a timely manner
- 4 To manage the training needs of reprographics/resources assistants, using both online e-training platforms and face to face training as required
- 5 To lead on performance appraisals for reprographics/resources assistants in line with Trust policy

General

1. These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School.
2. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
3. To be committed to, and comply with, all school policies.
4. To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work.
5. To participate in appraisals annually in line with school policy.
6. To be actively responsible for own professional development and to participate in continuing professional development opportunities as directed or identified through appraisal and ensuring ability to fulfil role effectively.
7. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction.
8. To work effectively and successfully in your team within school.

Safeguarding

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education, 2014.' The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education, 2014, staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LWBF in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Name of post holder

Signature Date