

## Kings Langley School: Role Description Support Staff

Title of Post	Reprographics Technician
Grade (including allowances)	H2 - H3 £13,890-£15,718 (Depending upon experience)
Reporting to	School Manager
Date	April 2017
Time/Hours (and Full Time Equivalent FTE)	37 hours per week – Mon-Thurs 7.30am-3.30pm/Fri 7.30am-3.00pm, 40 weeks per annum

The duties outlined in this role description are in accordance with the Schemes of Conditions of Service as determined by The National Joint Council for Local Government Employees.

This role description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes which are commensurate with the salary and role title and improvement and expansion plans of the school.

This role description will be reviewed every 3 years or sooner if required.

### Personal and Professional Standards

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Support the aims and ethos of the school as defined in the school prospectus
- To set a good example in terms of professional dress and appearance, punctuality and attendance
- As a consequence of the performance review cycle for support staff, take responsibility for personal development making full use of the school's professional development opportunities and training (refer to "Investors in People" documentation for more details)
- To actively contribute to the school's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed
- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety, bullying and behaviour and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher or other senior colleague or governor.

### Duties Specific to the Post Holder

- To provide an efficient, confidential and timely reprographics service including photocopying, collation, binding, lamination etc. as requested by staff.
- Ensure accurate records are kept of roles processed along with costings, provide this information to the Finance Office on a monthly basis.
- Ensure the schools reprographics and printing facilities are maintained and contact the suppliers should any equipment require repair.
- Maintain adequate stocks of paper, toner, inks etc. and any other general resources required for the reprographics suite and whole school print facilities.
- Monitor and then replenish supplies of forms kept in the Staffroom.

- Distribute reprographics roles into the pigeon hole system as necessary.
- Issue and maintain the staff codes for the photocopying machine.
- Use ICT where appropriate to complete reprographics requests.
- Register new users onto the printing system i.e. new staff and new students.
- Provide back-up assistance for the staffroom assistant covering the refreshment duties as and when required.
- To carry out such other duties as required, and as are commensurate with the grade of the post.

#### **Knowledge, Skills and Personal Attributes**

- Experience in the use of reprographics equipment an advantage but not essential
- Be well organised in record keeping
- Have an approachable manner, being able to adapt responses according to the humour and situation of the individual.
- Present a courteous and friendly manner to all staff, students and visitors to the school, having due regard to "customer service best practice" attributes
- Ability to relate well to students and adults. This includes using tact when dealing with difficult situations and employing suitable "assertion" skills in dealing with students of all ages.
- Exhibit high moral standards in dealing with confidential and sensitive situations