

# Salendine Nook High School (Academy)

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**JOB TITLE:           REPROGRAPHICS OFFICER**

**GRADE:                5/6, (SCP 5 – 11)**

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## **PURPOSE OF JOB**

Under the supervision, direction and guidance of the Officer Manager, to assist in the provision of reprographic and administrative support services in all areas within the school.

## **KEY AREAS**

1. Reprographics & Resources
2. Administration
3. Health & Safety
4. General

## **DUTIES AND RESPONSIBILITIES**

### **1.     Reprographics & Resources**

- 1.1    To be responsible for all reprographic requirements within the school, including photocopying, laminating, collating and stapling.
- 1.2    To assist with the internal printing and desktop publishing, with the aim to ensure documents are presented appropriately, on time and in line with the school's quality standards.

Design and produce materials for use in all internal and external publicity using appropriate I. T. software packages. Training will be provided for this.

- 1.3    To maintain accurate records of all reprographic work undertaken, so that curriculum areas can be charged accordingly.
- 1.4    Design and produce promotional and student reward material such as flyers, posters, banners, postcards, and certificates.
- 1.5    Assist in the maintenance of displays around the school and for setting up printed media for major school events.
- 1.6    Use graphic and computer-aided design to produce bespoke teacher planners.

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- 1.7 Responsible for the design and installation of displays to improve the school environment ensuring they are appropriate for their audience and follow requirements from curriculum areas and senior leadership.
- 1.8 To develop the use of printing equipment in school, including wide-format printing to offer a range of innovative options for printed media.
- 1.9 To liaise with relevant reprographic companies as required, for instance when faults occur.
- 1.10 To be aware of current copyright legislation and data protection relating to photocopying and reprographics and maintain relevant records as required. Training will be provided on this.
- 1.11 Ensure that the reprographic areas are kept tidy and safe.
- 1.12 To advise and assist staff and pupils on the presentation of work and production of materials including basic guidelines on the use of equipment.

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## 2. Administration

- 2.1 To assist in the receipt of, and checking of deliveries and associated invoices.
- 2.2 To assist in the maintenance of appropriate equipment inventory and cataloguing system for all stock.
- 2.3 To safely store and secure all equipment and stock.
- 2.4 To assist in organising for re-repair/or replacement of reprographics and other equipment in consultation with the Office Manager.

## 3. Health and Safety

- 3.1 To take general responsibility for the up keep and maintenance of all reprographic equipment to ensure in good working order.
- 3.2 To assist in carrying out routine Health and Safety checks on reprographics equipment and reporting faults to line manager.

## 4. General

- 4.1 As part of your wider duties and responsibilities you are required to promote and actively support the School's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable. Please refer to the school's safeguarding policies and procedures.
- 4.2 Carry out your duties with due regard to current and future School's policies, procedures and relevant legislation. These will be drawn to your attention during your appointment and induction, your statement of particulars, induction, ongoing performance development and through School communications.

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**RESPONSIBLE TO:**            **Office Manager**

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**RESPONSIBLE FOR:**        **None**