

Reprographics Technician

Closing date:

9am Monday 26 September 2022

Start date:

asap



Grow together.

Excel together.

Learn together.

When schools collaborate, incredible things happen.

Together Learning Trust is a thriving group of five schools, two secondary and three primary, inspiring over 3500 young people. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. **Creativity** is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to **excellence** that will enable them to thrive.

We cherish our staff, support their wellbeing and enable them to flourish. We never stop learning, so we invest in both our teachers' and schools' development and by reaching out to leading educational research to keep ahead of our game. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together.**

What could we do, together?

David Lord, Chief Executive Headteacher

Work together.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. The Trust schools work closely together to identify and then implement the best school development strategies across schools. Our aim is to grow great people and talent.

Together Learning Trust believes in great leadership that inspires staff to achieve more for their young people. Our teacher training programmes ensure staff are always at their best in the classroom. Being part of the Trust opens up new opportunities for staff development. We place young people front and centre in all we do and we expect them all to achieve great things. They lead and shape the progress of their school community. School life is enriching and purposeful for everyone and parents engage fully in supporting their children to achieve great things.

OUR CORE PURPOSE IS GROW, LEARN, ENJOY AND EXCEL TOGETHER.

Together Learning Trust works from the ground up, not the top down. We place young people front and centre in all we do and we expect them all to achieve great things. They lead and shape the progress of their school community. School life is enriching and purposeful for everyone and parents engage fully in supporting their children to achieve great things.

OUR TEAM

Together's school development strategy is based on **collaboration, integrity** and **creativity**. Central to that is valuing the unique strengths of our schools, and creating structures that harness and share expertise throughout the trust to enable everyone to learn and excel. Together we form a supportive structure which gives us all strength to flourish.

Our team includes all the staff at all the schools in our partnership, and everyone who shares our commitment to providing magical learning experience for all our children. Together Learning Trust believe in exceptional leadership that inspires staff to achieve more for our young people. We have a great leadership team in place, who bring a wealth of expertise and wisdom gained through many years in education and business.

Discover a special place to work and study

For a really good sense of what our school and students are all about, explore our website at www.honleyhigh.co.uk, read our prospectus, and visit our busy Facebook page <https://www.facebook.com/HonleyHighSchool/>.

If you think you'd be a good fit for our ambitious, exciting and caring school, apply now. Please contact recruitment@honleyhigh.co.uk if you have any questions.

Honley High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an enhanced DBS check.



Job Title: **Reprographics Technician**

Salary Grade: **Grade 4 (SCP 4-5) £11,064 - £11,285**

Hours: **25 hours per week (between 8am and 3.30pm) term time only + 2 days**

Line Manager: **Communication and Marketing Manager**

Start Date: **September 2022**

Purpose of the post:

- To provide a whole school reprographics service in the design and production of materials
 - To reproduce documents in house format
 - To provide and maintain accurate records
 - Assist with administration tasks in liaison with the Communication and Marketing Manager
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Key responsibilities

Reprographics and resources

- To be responsible for all reprographics requirements within the school, including photocopying, laminating, collating and stapling
- To ensure documents are presented appropriately, on time and in line with the school's quality standards
- To control and maintain stock levels for all reprographics machines
- Plan and prioritise own workload
- Organise maintenance of machines
- Maintain accurate records of all reprographic work undertaken so that curriculum areas can be charged accordingly
- Assist curriculum areas in determining value for money with reprographics requests
- Be aware of current copyright legislation and general data protection regulation (GDPR) relating to photocopying and reprographics, and maintain records as required

Health and Safety

- To take general responsibility for the upkeep and maintenance of all reprographics equipment to ensure in good working order
- To assist in carrying out routine health and safety checks on reprographics equipment and reporting faults to the Business Manager
- Ensure that reprographics areas are kept tidy and safe

- Support School in the provision of first aid to staff and students (training will be provided)

Administration

- To assist in the receipt of, and checking of deliveries and associated invoices
- To assist in the maintenance of appropriate equipment inventory and cataloguing system for all stock
- To safely store and secure all equipment and stock
- To assist in organising the repair or replacement of reprographics and other equipment in consultation with the Business Manager

General

- As part of your wider duties and responsibilities you are required to promote and actively support Honley High School and the Together Learning Trust responsibilities towards safeguarding.
- Carry out your duties with due regard to current and future Honley High School and the Together Learning Trust policies, procedures and relevant legislation.

Other Specific Duties

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check.

Person Specification

To be assessed through application, reference and interview

Criteria	Essential	Desirable
Qualifications		
Maths and English qualification at GCSE level or equivalent, or ability to demonstrate ability to work at this standard	✓	
Numeracy and literacy skills to level necessary to undertake basic calculations and to produce basic reports and written correspondence	✓	
Relevant Experience		
Experience of providing a reprographics service and preparation of materials and resources		✓
Experience of desk top publishing		✓
Experience of working in a school environment		✓
General And Special Knowledge		
Knowledge of Health and Safety	✓	
Knowledge of and commitment to the schools Equality and Diversity Policy and how it relates to the duties of the job	✓	
Knowledge of ordering/maintaining stock		✓
Skills And Abilities		
Practical skills and ability to carry out good repairs/maintenance	✓	
Ability to use ICT software and packages to support learning	✓	
Ability to work on own initiative and as part of a team	✓	
Ability to provide relevant advice and support to teachers	✓	
Ability to communicate effectively with staff and students	✓	
Personal Qualities		
Commitment to ongoing personal training and development	✓	
Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	✓	
Passionate belief in the potential of all young people	✓	
Ability to work under pressure and to deadlines	✓	
High expectations of self and others	✓	
Listen to and reflect on feedback from others	✓	
Excellent punctuality and attendance	✓	
Ability to inspire the trust, confidence and respect of students, staff and the wider community	✓	
Ability to establish and maintain good relationships with others	✓	
Energy, imagination, enthusiasm and dynamism	✓	
Integrity, loyalty and personal commitment	✓	
Sense of humour and ability to maintain a sense of perspective	✓	