**COPLESTON HIGH SCHOOL**

**JOB DESCRIPTION**

**POST: Reprographics & Marketing Technician**

**SALARY: Grade 3**

**LINE MANAGER: ICT Systems Manager**

**JOB PURPOSE: To assist the Principal and staff of Copleston High School by providing Reprographics and Marketing support.**

**LEVEL DESCRIPTION:**

Practical and procedural knowledge needed across this specialist area.Uses analytical and creative skills to interpret information and situations and solvevaried problems.Exchanges information with students, staff and other technicians.

Use of hand/eye co-ordination and dexterity for computer work and maintaining equipment.Works within recognised procedures but must have the ability to use initiative. Respondsindependently to unexpected problems and has ready access to manager for advice andguidance on unusual or difficult problems. May keep basic financial records.Responsible for the day-to-day safety, maintenance, and first line servicing of all reprographics machinery.

**DUTIES AND RESPONSIBILITIES:**

**Main Duties:-**

* Provide a comprehensive and timely reprographics service to the school and any external customer approved by the Principal or ICT Systems Manager
* Participate in the adoption of and take responsibility for any new Reprographics technology which may be introduced from time to time to improve customer service
* Maintain stock levels of paper and other reprographic consumables re-ordering as necessary
* Carry out installation, maintenance, operation and first line repairs of reprographics machinery and equipment, observing all relevant health and safety regulations and if necessary recommending repair by outside contractors or replacement including;
  + High capacity black and white laser duplicator/printers
  + High capacity colour duplicator/printer
  + Scanners and other copying equipment
  + Industrial guillotine
  + Comb binders etc
  + Miscellaneous reprographics and associated ICT hardware
* Where necessary recommend the repair of equipment or request the engagement of outside contractors to undertake the work or recommend the safe disposal and replacement of defective equipment;
* Ensure that Reprographics equipment complies with safety standards reporting any deficiencies to the ICT Systems Manager.

**Additional Responsibilities:-**

* Support the production of large display material including:
  + Assisting in the creation of posters and display material etc.,
  + Printing and laminating posters and display material;
  + Maintaining and augmenting existing school poster displays;
  + Any other tasks associated with marketing activities within the school as directed by the ICT Systems Manager;
* Undertake simple photographic assignments in support of the above;
* to liaise with safeguarding officers in accordance with school policy if and when appropriate;
* to ensure Pastoral Teams are kept informed of any underlying emotional or social factors affecting students’ progress;
* Be well turned out maintaining a dress code commensurate with duties being undertaken.

**NB:**

This job description sets out the major duties associated with the stated purpose of the post. It is assumed that other duties of a similar nature/level undertaken within the school are not excluded because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes; appropriate training may be given to enable the post-holder to undertake this new/varied work.

Signature ……………………………………………………… Date …………………………

(A Green)

Signature ……………………………………………………… Date …………………………

**COPLESTON HIGH SCHOOL**

**PERSON SPECIFICATION**

**REPROGRAPHICS AND MARKETING TECHNICIAN**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATION** | Good numeracy/literacy skills |  |
| **EXPERIENCE/KNOWLEDGE** | Experience of working in a busy, customer focussed office environment  Experience of using high capacity printer, scanner and other copying equipment | Experience of working within an education setting |
| **SKILLS/ABILITIES** | Ability to be clear and assertive whilst remaining calm, composed, tactful and flexible  Must be highly organised, accurate and able to work to deadlines.  Ability to maintain high standards under pressure  Ability to work on own initiative and to prioritise own workload  Ability to deal with enquiries in a professional and sensitive manner  Excellent communication skills  Proactively build positive working relationships  Ability to deal with a wide range of demands from a variety of people  Basic understanding of requirements and responsibilities under Child Protection & Safeguarding |  |
| **OTHER** |  |  |