



The Royal Liberty School

Job Profile

Job Title: Reprographics/Display Technician

Pay Scale: 2 - Point 3-4

Reports to: Data Officer

Job Purpose

The purpose of this role is to effectively manage the reprographics area of the school. To ensure high quality resources for learning and for other professional purposes according to the needs of the school.

Key Responsibilities

- To ensure that work teachers need for lessons is copied accurately and is well presented.
- To ensure that there is a well-managed service that provides staff with the work they need in good time.
- To produce high quality documents and information using word and graphics programs as required.
- To produce work and photographs for displays in corridors and update as appropriate.
- To produce work for classroom displays as requested by teachers.
- To manage the reprographics/display budget effectively, ensuring value for money.
- To account to the Business Manager for the operation of the budget.
- To ensure the maintenance and care of reprographic machines to report faults to the company and check work of engineers called out to repair machines.
- To accurately record department use of reprographics so that there is good financial management of the resource.
- To operate camera and video resources as requested.
- To take an active role in the School Appraisal system to review own progress and set targets for future development.

Other Professional Responsibilities

- To take appropriate action to identify and minimise any risks to health, safety and security in the immediate working environment.
- To work in accordance with the values of the school particularly with regard to promoting positive attitudes towards tolerance and respect for other people.
- To work in accordance with school policies and procedures as identified in the staff handbook and school policy folder.

NOTES

1. The authority expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the potholder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
2. Staff in schools work subject to statute and many policies and procedures. The post holder will be expected to become familiar with these and work in accordance with them.
3. This is a new job profile for a new post. It will be subject to review with the post holder after one year and may then be reviewed from time-to-time.

Signed:

Date:

Signed:

Date:

(Headteacher)

The Royal Liberty School is committed to safeguarding and promoting the welfare of children and young people. All adults who work at the school must share this commitment to young people.

Reprographics Technician Benchmark Person Specification

Skills and Abilities	Essential	Desirable	Assessed by
Ability to organise one's own work, to prioritise tasks and keep to deadlines	√		Application & interview
Ability to work independently and support the work of the team	√		Application & interview
Ability to be flexible and respond effectively to the 'unexpected'	√		Application & interview
Ability to communicate and interact effectively with adults and children and young people	√		Application & interview
Awareness of sensitive information and the need for confidentiality	√		Interview
Knowledge			
An understanding of specific technical health, safety and security issues in schools	√		Interview
Know how to carry out basic health and safety checks, tests and routine maintenance	√		Application & interview
Know how to carry out and implement the practical tasks associated with security of materials and resources	√		Application & interview
Qualifications and Experience			
Knowledge of ICT packages (word, excel, databases, Google, spreadsheets and internet)	√		Application
General good education to include GCSE at level A – C in English and mathematics or equivalent		√	Application
Ability to use photocopiers including programming, clearing jams, adding toner etc		√	Application