



Reprographics Assistant

Job Purpose

To provide an efficient Reprographics service to the School.

Hours

8.00 am to 4.30 pm Term Time Only – plus two weeks during School Holidays

Report to

Head of ITSS / ITSS 3rd Line Technician

Department

IT Support Services

Key Responsibilities & Accountabilities

- Operating reprographic equipment to fulfil printing and copying requests from staff and students.
- Assisting users with special printing or copying needs, such as paper sizes, document finishing, laminating, and stapling.
- Providing support to teaching staff in producing booklets, handbooks, and newsletters.
- Maintaining equipment by fixing paper jams and addressing user errors.
- Performing basic equipment maintenance, such as changing toner and conducting safety checks.
- Arranging for equipment repairs when necessary.
- Managing stock levels of paper and other consumables, including ordering new materials.
- Monitoring machine usage and producing monthly figures based on consumption.
- Digitisation of paper files to fulfil the needs of the business
- Updating printing accounts, costing jobs, and cross-charging departments.
- Ensuring copyright legislation is adhered to.
- Providing staff training on using multi-functional devices.
- Ensuring the reprographics room is tidy and that health and safety regulations are followed.
- Producing signs and notices using desktop publishing programs.
- Contributing to the school's overall ethos, work, and aims.
- Promoting and safeguarding the welfare of children and young persons.
- Complying with policies and procedures relating to child protection, health, safety, security, confidentiality, and data protection.
- Attending meetings and training sessions as required.
- A level of flexibility is a part of all school-based roles and the requirements of the role adapt alongside the school's vision

Personal Specification

Essential:

- Experience working in an ICT or reprographics environment, and general clerical/administrative work experience.
- Ability to manage and prioritise own workload to meet deadlines.
- Strong customer focus with the ability to relate well to children and adults.
- Good organisational, planning, and prioritising skills
- Methodical with good attention to detail
- Good understanding and ability to use relevant technology e.g. photocopiers
- Good communication skills, both verbal and written
- Understanding of the importance of confidentiality and an appreciation of the implications of the Data Protection Act
- Understanding Health and Safety issues relevant to the post
- Demonstrates a “can do” attitude, including suggesting solutions, participating, trusting and encouraging others and achieving expectations
- Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, being open to ideas and developing new skills.

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Desirable:

- Desktop publishing experience.
- Ability to design resources, displays, posters etc
- Experience of working in a school environment.
- Understanding of Google Suite, Microsoft Office and the Adobe suite of packages.
- Able to keep calm in difficult situations.

Safeguarding

To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School's Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to the School's Designated Safeguarding Lead.

To find out more about this role please contact recruitment@brentwood.essex.sch.uk who will put you in touch with the Head of ITSS, Sarb Singh

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