

JOB DESCRIPTION

**ST BERNARD’S HIGH SCHOOL** A Catholic Academy for Arts & Science

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| **Title of Post:** | **Reprographics and Display Technician** |
| Purpose: | To support the smooth running of the Reprographics Department and provide reprographics support to staff and students, preparation of school materials, booklets, programmes and resources required by departments. You should also be able to create design formats where applicable plus be responsible for updating display boards around the school and running the school shop.  |
| Responsible to: | Office Manager |
| Liaison with: | Head Teacher, Deputy Head Teacher, Assistant Head Teachers, Heads of Department, Lead Teachers, Office Manager and all relevant teaching and support staff. |
| Working Time: | Part time (25 hours per week plus term time one week – normally last week of Summer term) 8.00am-1.30pm (with ½ hour for lunch) |
| Scale Range: | 7-12 (pro rata) |
| Disclosure level: | Enhanced |
| **Main Duties** | ***To reproduce the following documents for whole school:**** Letters
* Booklets
* Resources
* Certificates
* School Programmes as requested by individuals or departments.
* Provide support of collection of resources.

***Display Boards for whole school:**** Monitoring display boards and assisting departments where required.
* Mount work/resources to use on corridor and classroom displays.
* Ensure mounts and displays are kept in good condition and are current.
* Assisting with general update and additional displays required for open evenings or any other school events.

***Stationery:**** To monitor levels of stationery and materials for staff and students and order where necessary.
* To ensure adequate supplies of stationery are always available for use.
* To raise orders for new stock as required.
* To ensure the stationery supply cupboard is kept in a tidy and organised manner.

***Reprographics Machines**** Ensuring the reprographics equipment throughout the school is properly maintained and arranging service visits as necessary.
* To liaise with the reprographics engineer to ensure all machines are kept in good working order.
* Assist staff with any issues they encounter with photocopiers. ccphoreprographicmmcopiersequipment.
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JOB DESCRIPTION continued

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|  | ***School Shop**** Run the school shop every day during break time and lunch time, times as agreed for the different year groups and assist the students.
* Ensure stock for students is monitored and kept replenished and make sales to the students and log the items.

***Generic**** Undertake necessary CPD required in order to keep up-to-date with developments as identified through Appraisal.
* Ensuring compliance with the school’s Health and Safety Policy, personally contributing to a safe environment.
* Performing other such duties of a similar nature as from time to time may be required.
* Show the ability to respond to flexibly, positively, and successfully and on-going school’s needs.
* Excellent communication, a team player and good time management.
* To be able to show a flexible approach to accommodate changes in priorities.
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| Specialist Status: | * n/a
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| Other Specific Duties: | * To promote the school’s corporate policies.
* To continue personal development as agreed.
* To actively engage in the performance management review and development process.
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| Additional Duties: | * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from senior staff to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

I am in agreement with this job description.

………………………………….. Signed (Post Holder)

………………………………… Signed (Line Manager)

