



## Job Description Reprographics Assistant

<b>Employer</b>	Castleman Academy Trust	<b>Grade Spinal Column Point</b>	Grade C SCP 3 - 4
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### Key Purpose

- Produce printed materials of a high quality for teaching staff across the school.

### Key Responsibilities

- Undertake duties to provide a high-quality reprographic service to the school and its community using a variety of sophisticated black and white and colour processes, machinery and materials.
- Assess the confidentiality of work submitted for printing.
- Exercise the appropriate safeguards relating to access.
- Maintain records of all departments' reprographic expenditure and invoice them if appropriate.
- Maintain and undertake basic repairs to equipment where practical to do so, or arrange alternative servicing by approved contractors.
- Use knowledge of chemicals, inks and other materials to maintain a safe environment for printing and reprographics. This includes advice on Health and Safety matters in relation to the Reprographics Section.
- Be responsible for the safe storage of equipment and materials and the disposal of waste products in accordance with the relevant regulations, guidelines and school procedures.
- Maintain appropriate records for the control and allocation of relevant materials and resources, including service schedules and inventories.
- Undertake stock ordering and allocation activities as authorised, including arrangements for the local purchase of materials through petty cash.
- Ensure that Health and Safety requirements and other relevant regulations, such as Control of Substances Hazardous to Health (COSHH), are adhered to and observed. This may involve undertaking regular checking procedures and risk assessments, as appropriate to the work area.
- Work co-operatively with other technicians to develop and share skills and expertise.
- Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- Comply with all decisions, policies and standing orders of the school and comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- Have a commitment to safeguarding and promoting the welfare of children and young people in accordance with the school's agreed procedure.

### Supervision and Management of People

- Little or no supervisory responsibility other than assisting work familiarisation of peers and new recruits

### Knowledge and Skills

- Relevant experience of office work
- Familiarity with the safe and proper use of any specialist equipment for which the post holder will be responsible
- Good interpersonal skills and the ability to work co-operatively within the staff team
- The post holder must be able to demonstrate a high level of trust and integrity and maintain confidentiality

### **Creativity and Innovation**

- Apply technical skills and knowledge to resolve any problems when planning and producing printed material

### **Contacts and Relationships**

- Daily contact with staff and pupils
- Occasional contact with external suppliers and contractors, as required

### **Decisions**

- Decisions will be made from within a range of established alternatives.

### **Resources**

- Competent use and application of relevant reprographic equipment. The range of equipment used will depend upon the particular school.

### **Work Environment**

- Duties will normally be undertaken within workshops in the school. There may be some use of chemicals, toxic materials and/or potentially harmful equipment in certain areas
- Lifting and movement of resources and equipment will often be required using trolleys where appropriate

Any other duties commensurate with the role of a Reprographic Assistant that may be required from time to time. Reprographic Assistants are accountable to the Trust Board and, Headteacher for the standards achieved and the conduct, management and administration of the school, subject to any policies that the DfE and the Trust shall make. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties.

The Castleman Academy Trust reserves the right to deploy staff to support the needs of our pupils throughout any of our Trust schools, as and when required.



## Person Specification Reprographics Assistant

Education/Qualifications	Desirable	Essential
5 GCSE's with a minimum of Grade C or above in English and Mathematics, or equivalent qualification or relevant experience		X
First Aid Qualification, or willingness to train		X

Aptitudes and Abilities	Desirable	Essential
General clerical and administrative experience		X
Computer literate		X
Attention to detail		X
Good keyboard skills		X
Self-motivated		X
Team Player		X
Ability to manager and prioritise a busy workload		X
Willingness to undertake a variety of tasks with accuracy		X
Good organisational skills and the ability to work under pressure and meet deadlines		X
Ability to work using own initiative		X
Ability to handle confidential information with discretion		X
Ability to form relationships at all levels, with all stakeholders		X

Knowledge	Desirable	Essential
Ability to use office technology		X
Knowledge of school and Trust's behaviour and management policy and procedures		X
Knowledge of school's fire and emergency procedures		X
Knowledge of Child Safeguarding procedures		X
A proactive approach to change		X
Meet safeguarding requirements to work with children and young people		X

Safeguarding and Special Requirements	Desirable	Essential
The Castleman Academy Trust is committed to safeguarding and promoting the welfare of children and you people and requires all staff and volunteers to share and demonstrate this commitment.		X
The successful applicant will be required to meet all elements of Safer Recruitment and will be the subject of pre-employment checks including an Enhanced DBS Check, including Child Barring List, a medical question and satisfactory references.		X
It is a prerequisite that you familiarise yourself with the safeguarding policy and safer working practices policy and procedures of the school and follow them.		X
The Castleman Academy Trust expects all employees and volunteers to be committed to the Trust's Policies and ethos		X