



CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

Reprographics Co-ordinator

Job Description

Location: Cannock Chase High School, Hednesford Road, Cannock WS11 1JT
Line Manager: Executive Business Manager
Job Grade: LG Grade 5
Hours of Work: 30 hours, Term Time plus 1 week (flexibility may be required to manage the fluctuating workload of the reprographics service)

Statement of Purpose

To work under the direction of the Executive Business Manager (EBM) to co-ordinate and provide reprographic support to the school and to assist senior staff with aspects of financial administration of relevant budgets.

Support to Organisation

- Operating mono and colour digital printers, including wide format and other media. Operation of specialist finishing equipment including electric guillotine, comb binding machine and other manual finishing equipment installed in the Reprographics Room.
- Take responsibility for reprographic equipment to ensure the equipment remains in working order, including arrangement and oversight of appropriate maintenance and servicing.
- Assist in the maintenance of safety standards within the department.
- To use ICT equipment to produce high quality documentation for the school, e.g. booklets, handbooks, posters, newsletters, marketing materials, signage, tickets and programmes.
- Undertaking proof reading, editing and formatting of documents before they are produced in Reprographics and distributed. Utilising design software, including but not limited to, Microsoft Office products, Adobe Acrobat and Photoshop, to create templates, enhance layouts and to ensure quality control is maintained to a high standard.
- Creation and management of digital files, e.g. templates and logos to ensure that all work is recorded correctly and archived appropriately.
- To review and streamline working practices in relation to the school's printing and copying requirements to ensure that they best meet organisational need.
- Monitor paper stock levels and consumables for whole school MFD's (Multi-Functional Devices) and place orders as needed and in line with budgetary requirements. Maintain paper stock, user manuals and catalogues and ensure that MFD's are appropriately stocked each day.
- Give instruction to new staff, teaching and support, in the use of the photocopiers.
- Carry out general maintenance for Reprographics production printers and whole school MFDs, e.g. replacing consumable items, clearing paper jams, resetting of fault codes and logging service calls to the supplier where repair or service enquires an onsite visit from an engineer.
- To work on own initiative under pressure and at speed, maintaining accuracy and efficiency with minimum supervision, taking responsibility to meet tight deadlines to support the smooth running of the day-to-day requirements of the school.
- Operate the school's print management system, papercut, to provide management information to departmental heads and preparation of recharges within the finance system.

Support for Financial Administration

- Ordering, receive and account for new stocks of consumable items, maintenance and equipment through the school Finance system, checking and authorising invoices for payment of goods and services and liaison with suppliers to resolve any queries.
- Obtain quotes and ensure best value for money in purchasing, within budgetary constraints.

- Liaise with the Business Services Team and deal with queries from suppliers.
- Monitor use of machines by departments and provide reports as required.
- Responsible for recording any private photocopying and providing details to the Business Services Team for charging purposes.
- To support the procurement process for reprographics and related equipment, including the preparation of specifications of equipment, tendering process and evaluation, liaising with the successful supplier to arrange installation and implementation.

Support the Administration

- May be required to provide administrative support in relation to a particular activity or event.
- Such other general office duties as the Headteacher may require.

Support to School

- Be prepared to undertake First Aid qualification and contribute to the First Aid responsibilities in the school.
- Attend school events as required and assist in the administration and general operation of events.
- Assist in school emergencies as required, including locating relevant staff, contacting emergency services and completing necessary documentation.
- Assist the leadership team in the event of an evacuation or drill.

Line Management

- May involve line management responsibility of up to one member of staff.

Whole School Responsibilities

- Promote and safeguard the welfare of children and young people you are responsible for and/or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to values and ethos of the school.
- Appreciate and support the role of other professionals valuing differences of opinion and approach.
- Attend and make positive contributions in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Any other duties which are required and commensurate with the post.

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- *Motivation to work with children and young people.*
- *Ability to form and maintain appropriate relationships and personal boundaries with children and young people.*
- *Emotional resilience in working with challenging behaviours and*
- *Attitudes to use of authority and maintaining discipline.*



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Reprographics Co-ordinator – Person Specification

Factors	Essential or desirable	Measured by
Experience:		
• Experience working in an ICT, reprographics or design environment.	Essential	A/I
Qualifications/ Training:		
• NVQ 2 or equivalent in an appropriate design and/or technology discipline.	Essential	A/I
• Excellent ICT skills.	Essential	A/I
• Good numeracy and literacy skills	Essential	A/I
• First aid training as appropriate or willingness to undertake.	Essential	A/I
Knowledge and Skills:		
• Excellent understanding and ability to use relevant equipment and technology.	Essential	A/I
• Full working knowledge of relevant policies, codes of practice and awareness of relevant legislation.	Desirable	A/I
• Ability to manage own workload and work on own initiative.	Essential	T/A/I
• Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	Essential	A/I
• Ability to relate well to children and to adults.	Essential	A/I
• Good organising, planning and prioritising skills.	Essential	T/A/I
• Methodical with a good attention to detail.	Essential	T/A/I
Personal Qualities:		
• Customer focused.	Essential	T/A/I
• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.	Essential	T/A/I
• Open, honest and an active listener.	Essential	T/A/I
• Takes responsibility and accountability.	Essential	T/A/I
• Committed to the needs of the students, parents and other stakeholders and challenge barriers and blocks to providing an effective service.	Essential	T/A/I
• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.	Essential	T/A/I
• Is committed to the provision and improvement of quality service provision.	Essential	T/A/I
• Is adaptable to change/embraces and welcomes change.	Essential	T/A/I
• Acts with pace and urgency being energetic, enthusiastic and decisive.	Essential	T/A/I
• Communicates effectively.	Essential	T/A/I
• Has the ability to learn from experiences and challenges.	Essential	T/A/I
• 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, open to ideas and developing new skills.	Essential	T/A/I