



We are His body, living and learning as one.

Job Description

Technician - Reprographics

The postholder will report to the Head Teacher, member of SLT or School Business Manager where relevant. Main contacts of the post are: Head Teacher, teaching staff, other support staff and pupils.

Main Purpose of the Job:

- To work collaboratively with all staff and parents in order to support student well being
- Under the direction of senior staff, to provide technical support to staff and pupils with reprographics and producing high quality materials, including preparation and maintenance of resources.
- To contribute to the development and support of the school through the provision of a reprographics service.

Support for Pupils:

- To support pupils in accessing learning materials under the guidance of the teacher.

Support for the Teacher:

- To provide practical reprographics support to teachers by responding efficiently to requests, ensuring that these meet the required expectations of the teaching staff.
- To create and maintain a purposeful, orderly and productive working environment in the reprographics area within the school.
- To carry out timely and accurate preparation and use of specialist equipment/resources/materials as required by staff, the curriculum or lesson plans.
- To maintain records as requested by the Headteacher, SLT or School Business Manager as appropriate.
- To support the health and safety and good behaviour of pupils and to take appropriate action when required.
- To provide general clerical and administrative support to staff specifically within reprographics and the production of high quality materials.

Support for the Curriculum:

- To monitor and manage stock and supplies, cataloguing and ordering as required.
- To carry out maintenance of specialist equipment and checks in line with quality and safety standards and in conjunction with the IT service.
- To undertake repairs or modifications to equipment in accordance with the required level for the post and report other damages or needs to an appropriate person.
- To demonstrate and assist others in safe and effective use of specialist equipment and materials.
- To undertake structured and agreed learning activities within the relevant discipline, such as demonstrations under the agreed system of supervision where appropriate.
- To be aware of new developments in areas of technology and new equipment and to provide input with teaching staff in the evaluation of new equipment needs prior to the development of new or expanding courses.

Support for the School:

- To support the school with their Social Media presence and the production of newsletters and other associated marketing materials
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person as soon as they arise.
- To be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
- To work as part of a team to support colleagues and contribute towards the overall ethos, work and aims of the school.
- To attend and participate in relevant meetings as required.
- To be able to provide basic short term cover for absent colleagues within the relevant discipline.
- To participate in training and other learning activities and performance management as required.
- To provide technical support outside of lesson time, for example, clubs and extra-curricular activities where relevant.
- To assist with exam invigilation as part of the agreed system for the school where appropriate.

- To undertake personal development to improve own practice.

General:

- To attend training and administer basic first aid as and when required
- To maintain confidentiality relating to the staff and students of the school at all times
- To be flexible and motivated and able to follow instructions and remain calm in difficult circumstances.
- To undertake all duties with full regard to the Health and Safety at Work Act
- To contribute to the overall ethos, work and aims of the school and Trust
- To participate in training and other learning activities and performance development as required
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- To be aware of and support difference and to ensure equal opportunities for all
- To safeguard and promote the welfare of students

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

This job description sets out the duties of the post at the time it was drawn up. The post holders may be required from time to time to undertake other duties within the Trust as may be reasonably expected, which are commensurate with the grade of this post.

All duties and responsibilities must be carried out with due regard to the Corpus Christi Catholic Academy Trust's existing policies, such as child protection, health and safety, equality and data protection

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Person Specification
Technician – Reprographics

CRITERIA	ESSENTIAL OR DESIRABLE	HOW AND WHEN MEASURED *A/I/R/SP
QUALIFICATIONS		
Good numeracy and literacy skills	E	A/I/R
Excellent IT skills	E	A/I/R
EXPERIENCE		
Experience of general technical and resource support	E	A/I/R
Experience of working within reprographics in a school environment	D	A/I/R
KNOWLEDGE / SKILLS / ABILITIES		
Interest in reprographics and a willingness to understand its needs within a school context	E	A/I/R
Ability to use relevant equipment used in Reprographics i.e. printers, photocopiers	E	A/I/R
Ability to produce high quality documents	E	A/I/R
Ability to support the school with social media	E	A/I/R
Ability to relate well to students and staff	E	A/I/R
Ability to work as a part of a team	E	A/I/R
An understanding of ICT applications or willingness to learn	D	A/I/R
PERSONAL STYLES / BEHAVIOUR		
To act with the utmost integrity at all times	E	A/I/R
To be patient and caring when interacting with any student experiencing any difficulty	E	A/I/R
To be self-motivated and have personal drive to complete tasks to the required timescales and quality standards	E	A/I/R
To communicate effectively with all stakeholders in a friendly and professional manner	E	A/I/R
To maintain confidentiality relating to the staff and students of the school at all times	E	A/I/R
To be flexible according to the needs of the school	E	A/I/R
To be motivated and able to follow instructions	E	A/I/R
To deal with any emergencies that may crop up in a calm manner and remain calm and in control in difficult circumstances	E	A/I/R
To contribute to the Catholic ethos of the school	E	A/I/R
To be committed to equal opportunities	E	A/I/R
To uphold all aspects of safeguarding	E	A/I/R
To be willing to consent to apply for an enhanced disclosure and barring service check	E	A/I/R

***Application/Interview/References/Selection Process**

The CCCAT uses the appropriate CES application forms for each role advertised. This application should be fully completed and legible. **The supporting statement should be typed in Arial 12, not exceed 1300 words in length, be clear, concise and related to the specifics of the post advertised above in order to gain an interview**