



Wymondham High Academy Job Description

Name:	
Job Title:	Reprographics Assistant
Salary range / job grade:	Salary range NJC pay point 3-4 [17.5 hours TT+1]
Responsible to:	Principal's PA
Responsible for:	To provide a reprographics service for all staff in the school
Effective Date:	

Role and Context

General:	To support the academy with reprographics and printing tasks in an accurate, efficient and effective manner
Duties and responsibilities:	<ol style="list-style-type: none"> 1. To be responsible for the reprographics work for the whole school 2. To undertake all work in the most cost-effective way, keeping all machines loaded with paper and toner. 3. To order appropriate supplies, using the suppliers' electronic interface. 4. To provide a binding, collating and laminating service. 5. To undertake training as appropriate to ensure equipment is used fully and effectively and also to maximise any opportunities available. 6. To ensure effective working practices are followed so that work is produced and completed by deadlines given 7. To file original materials when appropriate 8. To assist staff with queries and photocopying 9. To act as point of contact with the photocopying maintenance supplier 10. To provide on the job training for members of staff in the correct use of photocopiers
General	<ul style="list-style-type: none"> • To be a trained first aider and fire marshal • To maintain Staff and Pupil confidentiality • To undertake training as appropriate • To participate in the performance management programme • To undertake other responsibilities within the overall purpose and scope of the post
General Information:	<ul style="list-style-type: none"> • The job specification details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes for the job. • All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.



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- Please be aware that this post involves manual handling of boxes of paper and equipment.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Review:

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the mean expectations of the school in relation to the post-holder's professional responsibilities and duties.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Signature:

Date: