



APPRENTICE REPROGRAPHICS TECHNICIAN

RESPONSIBLE TO: Display and Reprographics Manager
Business Manager.

SUPERVISION EXERCISED: Nil

CONTACTS: Internal: Staff and pupils, Governors, parents, visitors,
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MAIN SCOPE OF JOB: To provide reprographic, audio visual and
administrative support to the staff of the Academy
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DUTIES AND RESPONSIBILITIES

A WHOLE SCHOOL

1. To provide reprographic services and audio-visual support for the Academy.
2. To contribute to the efficient operation of reprographic support under the direction of the Display and Reprographics Manager
3. To promote and safeguard the welfare of Pupils that you come into contact with
4. To receiving printing/ copying requests and fulfilling orders submitted using the reprographic equipment of the school.
5. To ensure that the reprographic equipment has suitable levels of ink and toners and preparing orders when stocks are low.
6. To meet the requirements of the school by binding, laminating, stapling and preparing booklets and newsletter

7. To manage the stock level of paper and reprographic supplies
8. To arranging service visits for the reprographic equipment
9. To preparing internal charges for Departments
10. To providing training and support to staff in the use of reprographic equipment as required

B EQUAL OPPORTUNITIES

Understand and act in accordance with the Equal Opportunities policies of the School with regard to staff, pupils and visitors.

C GENERAL

- I. Carry out any other related duties commensurate with the general level of responsibility of the post.