



Job Description

Job Title:	Reprographics Technician / First Aid	Salary (range where applicable)
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Reports to:	PA to Principal / Head of Admin	Directly Line Manages:	None
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Overall Purpose To provide a comprehensive print service to the school and any other duties required commensurate with grade.

Key Responsibilities and Objectives:

Key Elements:

Reprographics

This will involve:

- Responsibility for photocopier machines within the school. Duplicating and collating for all staff members on a daily basis.
- Overseeing copying machines to ensure that they are stacked with paper and in good working order. Stacking paper first thing in the morning and last thing at night.
- Checking all form trays in staff room are replenished daily.
- Ordering all supplies for reprographics.
- Maintaining a monthly log on an excel spreadsheet the number of copies used, each month, on staffroom and reprographic machines and pass these figures to the Finance Assistant. Reports to be completed on the first day of the month.
- Organising the servicing and on-going repair of equipment.
- Maintaining an up-to-date filing system of all work reproduced from teachers and admin staff on a daily basis.

First Aid

This will involve:

- Dealing with all sick students daily reporting to the medical room, keeping a log of name, form tutor, reason for attending medical and what time student went back to lesson or was sent home.
- Dealing with accidents for both staff and students and keep Line Manager informed.
- Completing an accident form when needed and maintain a current First Aid Certificate.
- Maintaining supplies for first aid.
- Ensuring the student Medical Register is kept up to date.
- Liaising with parents/carers on all accidents and when necessary for sickness.

Other duties

This will involve:

- Opening the daily post and distributing to staff.
- Distributing internal post between Reception / Staffroom and General Office at regular intervals during the day.
- Making sure all the trays are clear before leaving the building
- Assisting with clerical work in the General Office as appropriate.
- Participate in development and training opportunities.
- Covering Reception when required.

Key Accountabilities and Result Areas:

Key Elements:

Generic Duties and Responsibilities

This will involve:

Child Protection

- Being responsible for child protection and promoting the welfare of all students and staff, ensuring that they are protected from harm. All staff have a duty of care to ensure that if there are any concerns relating to the welfare or safety of a child their concern is immediately relayed to the Designated Person with responsibility for safeguarding children.

Green Responsibilities

- Demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) wherever possible in day-to-day work.

Data Protection

- Being aware of the school's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held and ensure that all administrative and financial processes comply with this by maintaining records in accordance with the Act's guidance.

Confidentiality

- Treating all information acquired through your employment, both formally and informally, in strict confidence.

Equal Opportunities and Anti Discrimination

- Understanding, complying and enforcing equal opportunity within the work place. Undertaking any appropriate training and challenging racism, prejudice and discrimination or any unacceptable behaviour.

Health and Safety

- Being responsible for your own Health & Safety, as well as that of colleagues, pupils, parents and visitors. Employees should follow the School's Health and Safety Policy and Procedures, co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

Contributing as an effective and collaborative member of the School Team

- Participating in training to be able to demonstrate competence.
- Participating in first aid training if required
- Participating in the ongoing development, implementation and monitoring of the school and department improvement plans
- Championing the professional integrity of the School
- Supporting Teaching and Learning Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions
- Undertaking any other reasonable request as required.

Professional Standards

- Supporting high uniform standards by maintaining smart appearance and dress appropriate to the job for which staff have been employed (Principal's decision is final)
- All staff should arrive on time to commence their duties as described by contracts.
- All staff are expected to attend on the days covered by their specific contract. When unable to do so the school should be contacted at the earliest available opportunity, advising the reason and when they will return and report to their line manager on return to work.
- All staff are reminded that in their behaviour and conduct they are required to be positive role models for young, developing and impressionable minds.
- All staff are expected at all times to treat each other, parents, pupils and members of the public with respect.

Person Specification

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Essential knowledge:

- Awareness of Health & Safety issues relating to equipment and materials.
- Good numeracy and literacy skills

Essential skills and abilities:

- Good ICT skills (excel, word and email)
- Ability to relate well to children and adults.
- Ability to conduct basic admin tasks e.g. filing.

Essential experience:

- Experience of general technical/resource support.

Desirable Knowledge:

- Awareness of GDPR / Safeguarding
- Experience of working in a school.
- Ability to use relevant technology e.g. photocopier.

Desirable skills and abilities:

- First Aid certificate or willingness to undertake appropriate training.

Desirable experience:

- Basic admin experience.

Special conditions: To undergo a successful enhanced DBS check.

I the undersigned confirm that I agree and understand the duties in this job description:

Name Print: _____ Name Sign: _____

Date: _____