

JOB DESCRIPTION

Job Title:	Reprographics & Media Technician
Grade:	Grade 3
Contract:	Permanent
Disclosure Level:	Disclosure Barring Service – Enhanced Certificate
Responsible to:	Senior Office Manager
Liaison with:	All Staff, Administration Team, Senior Leadership Team, Students, External visitors

Key Responsibilities

- Spiral bind booklets, as required to achieve professional, attractive publications; offering advice and guidance to staff as appropriate
- Support staff and students with media studies in school
- Manage and maintain a booking system for centralised equipment e.g. cameras, portable ICT equipment
- To contribute towards all aspects of display in the school, regularly to help prepare and take down classroom displays in response to staff requests and working closely with the Administration Team
- To control the supply of stationery to staff including maintaining records
- Maintain the school website, uploading documents, photographs and videos where requested in line with school policy
- Manage paper supplies in school including ordering paper to maintain an adequate supply in school to ensure needs are met
- Support staff with video, photographs and other media to support teaching and learning and promotion of the school
- Prepare designs and layouts for print runs.
- Discuss and agree job requirements with colleagues including working out timescales, costs and the number of copies required
- Keep an accurate log of incoming and outgoing work
- Liaise with staff about upcoming events, deadlines to ensure staff have adequate time to submit work and there is sufficient time for work to be completed
- To keep abreast of current developments that have implications for school and undertake relevant CPD when appropriate
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with
- To ensure all tasks are carried out with due regard to Health and Safety
- To undertake appropriate professional development including adhering to the principle of performance management
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism

- Attendance at appropriate staff meetings, training days and CPD sessions
- To be an effective team player and support the functions of the Administration Team where appropriate

Safeguarding and Data Protection

- Work within the requirements of Data Protection legislation at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.
- Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.
- Embed a safeguarding culture within the Science team, ensuring they follow safeguarding procedures.

Additional conditions

- Create and maintain positive and supportive relationships with staff, parents, business, community, and all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided by ATLP to assist them in carrying out any of the above duties.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the ATLP.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with academy policies and abide by them.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.

<https://www.gov.uk/government/collections/dbs>
<https://www.gov.uk/government/collections/dbs-filtering-guidance>
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This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

Person Specification: Reprographics & Media Technician

MOA – Method of Assessment

AF – Application Form

I – Interview

T – test

CRITERIA		M.O.A.
EDUCATION & QUALIFICATIONS	<ul style="list-style-type: none"> Reprographics/media qualification or equivalent experience 	AF/Certs
EXPERIENCE	<ul style="list-style-type: none"> Experience of working with reprographics equipment Knowledge and experience of office software including word/Excel/Publisher/PowerPoint/Media software Knowledge and experience of working in an educational environment Experience of producing booklets, certificates and other promotional material 	AF/I/T
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Ability to work accurately with an eye for detail is key Ability to remain calm under pressure and organise time effectively Ability to adapt to changing demands and conditions Ability to work independently demonstrating initiative and pro-activity Ability to develop and maintain efficient record keeping systems Ability to negotiate 'best value' with suppliers Ability to communicate with a range of audiences including colleagues and suppliers Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date 	AF/I/T
OTHER REQUIREMENTS	<ul style="list-style-type: none"> Committed to and able to promote the aims of the school and the values of the school and the Trust Willingness to share expertise, skills, and knowledge 	AF/I
CONTRA INDICATION	<ul style="list-style-type: none"> Positive Disclosure relating to young people or vulnerable adults 	AF/I