

Eggbuckland Community College Academy Trust

JOB DESCRIPTION

Job Title:	Reprographics Technician
Hours:	1443 Hours per annum 37 hours per week, 39 weeks per annum
Grading:	Grade C
Contract Type:	Temporary
Responsible to:	Design and Media Manager

The following is only an outline of the duties and responsibilities of the post, which may change from time to time, following consultation with the post holder in line with the changing needs of the Multi-Academy Trust. In all its activities, the Trust follows a policy of continuous improvement.

The main duties of the post are as follows. In all activities, the post holder will not attempt to carry out tasks beyond his/her competence and/or training.

Principal Duties:

The Reprographics Technician will provide a design and media service (from design to distribution) to students and staff using reprographics equipment. Duties include design (both still and moving image), filling (include students for exam evidence and promotional material), finishing techniques, checking inventory, ordering, simple maintenance of equipment, and costing of the services provided. Overseeing, supplying, maintaining and dealing with departmental use of the Trust photocopiers and other appropriate duties as may be deemed necessary from time to time.

General:

1. Advise colleagues on appropriate reprographic techniques and materials (with regard to printing, designing, media, finishing, display and audio visual).
2. Advise and assist students and staff in the use of specific reprographic equipment.
3. Designing and printing of materials for Trust events and open evenings

Reprographics:

- a. Design and Media
 1. Use a range of computer software and other resources to research and create various designs (still and moving image) for staff and Trust use as appropriate.
 2. Using own initiative to setup, take, manipulate, and store digital photographs and video for social media and displays

3. Maintain a bank of digital photographs' and video for internal and external use (e.g. Prospectus, Newsletters, Plasma Screens and promotional materials).
- b. Printing and Print Finishing
1. Ensure that the Trust photocopiers (i.e. those used by non-reprographics staff) are supplied with paper and other consumables.
 2. Provide an efficient service to keep the photocopiers in working order.
 3. Arrange for expert maintenance as necessary.
 4. Printing (using digital photocopiers and ranges of other appropriate equipment as necessary).
 5. Liaise with external agencies for outside printing and finishing requests when necessary and organise invoices via finance office.
 6. Provide a range of print finishing options including stapling, folding, hole punching, binding, laminating, guillotine as required.
 7. Distribute finished items as needed.
 8. Print staff and students identification badges.
- c. Display and Trust Archives
1. Provide a display service by designing with curriculum teams on displays in their departments. This will involve the selection, generation, mounting, titling and framing of displays throughout main Trust areas and events.
 2. Advise staff on classroom display techniques and helping teachers design special projects.
 3. Gather, maintain, and catalogue items for the Trust Archive liaising with other members of staff as appropriate.
 4. Designing and printing of materials for Trust events and open evenings

Administration:

1. Source, negotiate and order (and checking on arrival) consumable items and equipment using the Trust order system.
2. Maintain the Reprographics inventory.
3. Assist the Trust Finance Officer in charging departments for consumables and services provided.
4. Recycle consumables where possible.
5. Undertake tasks of a similar nature within the capacity of the post-holder, as requested, from time to time.