St Aidan's Church of England High School

Reprographics Technician

Grade C - 25 hours per week (term time only)

St Aidan's requires a Reprographics Technician to work in the busy Office which provides a reprographics facility for all members of staff. Good communication and organisational skills are essential.

Main duties and responsibilities
- To process all printing, photocopying and scanning requests from staff members within the agreed timescales
- To produce other documents as requested. This may include laminating, binding etc
- To place orders with outside suppliers for paper, coloured paper, ink/toner supplies (Multifunctional devices and non-multifunctional devices) and other stationery items as required
- To ensure all school multifunctional devices, including AO printer are in good working order and deal with any technical issues i.e. paper jams, replacing toner when needed
- To liaise with external contract suppliers to request call-outs for issues that can't be resolved and the maintenance of machines when needed
- To carry out confidential shredding of documents as required
- To manage the daily signing out of school laptops to students as needed and ensure these are fully charged and ready to use
- To co-ordinate the calendar for the display sections of the school's main entrance, liaise with different departments and assist with the displays if required
- To produce certificates for competitions i.e. UK Maths Challenge
- To assist in the design, preparation and creation of various props, images, posters etc required for different school events throughout the year
- A willingness to work extra hours during busy periods if required, in particular exam periods in May and June

Qualifications and skills
- Excellent communication skills and ability to build effective working relationships with staff and management at all levels.
- Ability to manage timescales and prioritise work
- Have a practical frame of mind and the ability to resolve technical issues
- Basic IT literacy, including Microsoft packages

Training
- Training on use of machinery/equipment will be provided as necessary