



Headteacher: Mrs Lucy Miles

Job Description

Reprographics Technician

1. **Job Title:** Reprographics Technician
Salary: H3
Contract: Permanent, Term Time only + 5 Inset Days
Hours: 12 hours per week – can be worked over 3 or 4 days
Responsible to: Reports to the Office Manager

2. General Professional Responsibilities

- 2.1 To provide reprographics support for staff
2.2 To support on displays around the school, improving the environment for learning
2.3 To support with school events

3 Applicable Contract Terms and Duties

This job description is to be performed in accordance with the provisions of the pay and conditions policy and within the duties set out in that document, so far as is relevant to the post holder's title and salary grade.

4. Relationships

- 4.1 the post holder is responsible and accountable to the Headteacher;
4.2 the post holder reports to the Office Manager
4.3 the post holder interacts with other professional colleagues and should establish and maintain productive relationships with them and promote mutual understanding of our aim to improve the quality of teaching and learning at The Highfield School.

5. Particular Responsibilities

- 5.1 to provide an efficient reprographics service to the school to support teaching and learning, in accordance with staff instructions, and prioritising workloads to ensure deadlines are met whenever possible;
5.2 to order resources for reprographics and school displays & events, including copier consumables; reviewing stock suppliers where appropriate
5.3 to ensure that the machines in the print room are always serviceable, calling engineers if necessary;
5.4 to liaise with external companies regarding larger scale print/signwriting projects
5.5 to maintain an efficient and tidy environment in the print room;
5.6 to support the development of a whole school display programme
5.7 to support with school events
5.8 to undertake any ad hoc duties or projects as requested
5.9 to carry out any other reasonable duties as may from time to time be requested by the Headteacher and School Business Manager.



**THE HIGHFIELD
SCHOOL**



Wellbeing Award
for Schools

2019-2022

Headteacher: Mrs Lucy Miles

This job description issued July 2022 may be amended at any time by agreement, but in any case will be reviewed annually. The post holder will be expected to support with any other duties appropriate to the role, as and when this is required.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

The Highfield School
Highfield
Letchworth Garden City
Hertfordshire
SG6 3QA

Tel: 01462 620500
Email: admin@highfield.herts.sch.uk
www.highfield.herts.sch.uk

