

Longcroft School and Sixth Form

Reprographics Technician

Casual contract – Salary point ERYC 3B - £26,403 Pro Rata

Required skills and knowledge:

Sound knowledge in all aspects of running and managing a Reprographics Department.

Experience of Microsoft Office

High professional standards, particularly with regard to proof-reading, accuracy and presentation, are essential.

An enthusiastic team player with excellent administrative and communication skills, capable of working unsupervised. You must have great people skills as you will be supporting both staff and students.

Function:

To provide full and efficient reprographic support to all staff, students and to manage the reprographics office on a day-to-day basis. The duties of this post are varied but the main areas of responsibility will include the following:

Duties:

Moving and distribution of paper when necessary (lifting and handling will be required)

- Copying and printing using reprographic machinery including all finishing (using relevant machinery)
- Troubleshooting errors and fixing routine issues, eg paper jams
- Assisting users with special printing / copying requirements – paper sizes, document finishing; stapling; booklets etc.
- Dealing with the service departments of the reprographics machinery
- Maintaining and managing all associated stock and ensure machinery is cleaned on a regular basis.
- Using print management software
- To undertake clerical, administrative and ICT duties as required.
- To maintain discretion regarding confidential information, eg Data Protection Act.
- Carrying out any other duties appropriate to the level of the post as required.

For further details or to send in your application please contact HR@longcroft.eriding.net