

Job Description

Job Title	Reprographics Technician
Reports to	IT Manager
Job Purpose	To provide an efficient reprographic service to the school.
Duties	• Manage the day-to-day operation of the Reprographics Department, ensuring efficient workflows, prioritising tasks, and delivering high-quality work within agreed deadlines • Operate and maintain a range of reprographics machinery, including high volume production printers, scanners, and finishing equipment • Operate and perform routine maintenance on wide format printer to produce large-format posters, canvas prints, vinyl and roller banners • Provide expert advice on layout and printing options to ensure the most cost-effective solutions for staff, students and external customers • Facilitate digital document management, including high-resolution scanning and file formatting • Prepare detailed quotes for design and reprographic projects while ensuring charges are applied to correct accounts • Collaborate with the Marketing and Communications Manager on quality assurance to ensure all materials comply with the school's Branding Guidelines • Use Adobe Creative Suite to create and update templates for certificates, site signage, and promotional materials • Assist the Marketing and Communications Manager to capture high-quality images of school events to populate and maintain the school's digital image library • Monitor stock levels of reprographics consumables and replenish essential supplies, including toner, paper, and staples, and act as the first point of contact for equipment faults, liaising with external engineers for repairs and servicing • Develop technical and diagnostic skills to problem solve in relation to reprographics equipment • Liaise with the IT Manager and IT Help Desk as required • Develop internal processes to ensure the efficiency of the department, liaising with the IT Manager • Operate CCHSG Print Services by processing external orders, updating the website offering, and identifying opportunities for income generation • Ensure all printing and scanning activities strictly adhere to Copyright Licensing Agency (CLA) regulations and Data Protection (GDPR) standards The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Principal to carry out appropriate duties within the context of the job, skills and grade
General	• To undertake any training commensurate with the post. • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

	• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. • The duties above are neither exclusive nor exhaustive and the postholder may be required by the Executive Principal to carry out appropriate duties within the context of the job, skills and grade.
Health and Safety	Under the Health and Safety at Work Act 1974 all employees are responsible for: Looking after their own safety and the safety of others affected by their work Co-operating with the School, by following safe working practices and carrying out their health and safety responsibilities as detailed in the School's policies, risk assessments and health and safety standards. Reporting to their line manager any hazards they identify and any inadequacies in health and safety procedures. Taking part in any health and safety training and development identified as necessary by the Executive Principal or their Line Manager. Using work equipment provided correctly, in accordance with instructions or training. Ensuring that if they organise projects or activities involving pupils or other non-employees, risks are assessed as part of the planning stage and control measures implemented. Reporting health and safety incidents, in accordance with the School's health and safety Incident Reporting Procedure. Contributing to the safety education of pupils through the formal and informal curriculum. Ensuring that any visitors in their care follow health and safety instructions. Effective supervision and safety of pupils under their care. This includes ensuring that pupils follow health and safety instructions.

The duties of the post may be varied to meet changed circumstances in a manner compatible with the post held. This job description does not form part of the contract of employment. It describes the way the postholder should perform and complete the particular duties set out above.

Reviewed January 2026

Person Specification

General Heading	Detail	Examples
Qualifications and Experience	Specific qualifications and experience	Experience of working as a Reprographics Technician is desirable but not essential Experience of clerical work to include filing, basic work processing skills and photocopying Experience of resolving straightforward and more complex problems independently
	Literacy	English to GCSE Grade C and above or equivalent
	Numeracy	Maths to GCSE Grade C and above or equivalent
	Technology	Experience of using Windows, operating systems (Windows 7 and above), including knowledge of Microsoft Software, for example, Outlook, Word, Excel and PowerPoint
Communication	Written	Ability to write detailed reports, letters etc.
	Verbal	Ability to exchange complex and sensitive information clearly with children and adults
	Listening	Ability to actively listen and seek to overcome communication barriers
	Negotiating	Ability to consult effectively with children and adults
	Confidentiality	Ability to keep information confidential
Working with Children	Behaviour Management	Understanding and implementation of school behaviour management policy
	SEN	Understand and support the differences in children and adults in relation to ICT
	Curriculum/School Organisation	General understanding of the school curriculum and organisation structure and the importance of ICT
	Child Development	Understanding of how ICT contributes to the way in which children develop
	IT Skills	Ability to use IT such as Word and Excel
	Child Protection & Safeguarding	Basic understanding of requirements and responsibilities under Child Protection & Safeguarding
	Health and Well Being	Understand and promote the value of emotional and physical well-being in adults and children

		Take responsibility for own wellbeing
Working with Others	Working with partners	Ability to form effective relationships with those working in and with school external partners
	Relationships	Patience and the ability to deal with a wide range of demands from a variety of people Ability to establish rapport and respectful, trusting relationships Ability to build open and honest relationships
	Team Work	Work effectively as part of a team Ability to work independently Know how and when to seek support
	Information	Ability to provide clear, timely and accurate information
	Equalities	Demonstrate commitment to treating all people fairly
Skills	Organisational and Time Management Skills	Good organisational skills Ability to prioritise work and manage own time effectively Flexible attitude to day to day tasks
	Time Management	Ability to plan and manage own time effectively
	Creativity	Ability to follow instructions Ability to resolve problems independently
	CPD	Demonstrate commitment to own and others professional development