



Job Description

Reprographics/Multi Media Technician

Reporting to:	School Network Manager/HR Facilities & Communications Manager		
Responsible for - Staff	None		
Liaising with:	Headteacher, Senior Leadership Team, School Governors, other members of staff – teaching and non-teaching, LA, parent/guardians, external agencies		
Grade of post:	G3 pro rata	Gauge ref:	
Hours:	37 hours per week, term time plus 2 weeks, core working hours 8.00 am – 4.00 pm some flexible working will be required e.g. evening events		
Contract:	Permanent		
Disclosure level:	Enhanced		
Base:	Bedford High School		
Date:	June 2019		
Conditions:	Subject to enhanced disclosure, medical and satisfactory references and pre-employment checks		

Role Title:	
Job purpose:	To provide reprographics support and multi-media technical assistance to teachers, other school staff, other technicians and students.

Main duties:
<ul style="list-style-type: none"> • Organise and prioritise work to be carried out in the Reprographics Department • To support all staff and students in the use of multi-media through technical assistance. • To help maintain learning technology for curriculum use. • To assist with the training of staff in the use of ICT/Multi-Media equipment. • To respond positively to changes in ICT/Multi -Media development for the benefit of the school.

Specific responsibilities:

- The photocopying of material using latest equipment ensuring compliance with copyright restrictions
- Logging of all material copied for Copyright purposes
- Graphical presentation of material
- Collation, stapling, binding and distribution of all copying
- To work with school technicians and external technicians to ensure reprographic equipment is kept in a clean condition, maintained and in good working order through regular servicing.
- Recording of charges for all copying for re-charging to Faculties/Departments using papercut.
- Ordering of all materials used in the reprographics area
- Maintain stock and supplies for use by all Faculties/Departments/Administration through regular liaison with other technicians.
- To carry out basic electrical testing of computer and audio-visual equipment in accordance with Health and Safety requirements.
- To carry out routine maintenance and repair of computer, printers and audio-visual equipment, including replacement of consumables and cleaning.
- To help with the movement of bookable resources, ipads, etc
- To help with the installation of data projectors, computers, peripherals and software.
- To provide support for multi-media presentations including whole school events.
- To order equipment, materials and consumables as requested and in line with financial procedures.
- To act under the reasonable direction of the Network Manager.
- To ensure the health and safety of students at all times.

Other Responsibilities

To have due regard and comply with all school policies.

To undertake training as required/continue personal development in the relevant area.

To participate in own personal review and development appraisal process and to implement agreed targets.

To participate in team reviews/meetings as required.

To have good health and safety knowledge in relation to areas of work.

Develop good working relations with other colleagues and students.

To contribute to the overall ethos/work/aims of the school.

To work flexibly in the interest of the school and to undertake such additional duties as are reasonably commensurate with the post and level of responsibility.

To carry out the duties in the most effective, efficient and economic manner available.

To undertake Health and Safety Training on areas within your remit as required.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date above but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Person Specification / Selection Criteria Combined Technician

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Basic experience of working in ICT or general technician/resource support	E		A, I,
Previous experience of working in a school environment		D	A, I
Previous experience of working with children of a relevant age		D	A, I

B. Training and Qualifications

	Essential	Desirable	Source
NVQ Level 2 in ICT/technical discipline or willingness to work towards within an agreed timescale	E		A, I
Basic Health & Safety Certificate or willingness to work toward within an agreed timescale	E		A, I
Willingness to undertake basic first aid		D	I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Understanding of responsibilities of school technicians	E		A, I
Knowledge of computer/ICT systems	E		A, I
Understanding of the national/foundation stage curriculum and other basic learning programmes.		D	A, I
Ability to use initiative to respond to and resolve routine problems	E		A, I
Understanding of relevant policies, codes of practice and awareness of relevant legislation		D	A, I
Knowledge of Health and Safety requirements	E		A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Good presentation skills	E		A, I
Good communication skills in order to relate well to students and adults.	E		A, I
Ability to work under supervision and as a team member	E		A, I
Ability to work in accordance with the schools health and safety policies	E		A, I
Ability to recognise own learning needs and seek further opportunities	E		A, I
Ability to deal with minor injuries		D	A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I