

# NEW MILLS SCHOOL

## JOB DESCRIPTION

<b>Job Title:</b>	Reprographics & Communications Manager
<b>Benchmark Reference:</b>	99SCH109S
<b>Responsible to:</b>	School Business Manager (Operational) / Assistant Head (Communications projects)
<b>Grade:</b>	G5 PP4-5
<b>Hours/weeks:</b>	22.5 Hours per week/41 weeks per year
<b>Purpose:</b>	

- To take a lead role in the design and production of high-quality documents to support the curriculum and whole school.
- To manage an efficient and effective Reprographics service which meets the needs of the school.

### **Main Duties and Responsibilities:**

#### Reprographics

- To manage and maintain photocopiers. To include:
  - Liaising with IT support (as required).
  - Ensuring equipment is regularly checked and maintained.
  - Liaising with external technical support (as required)
- To provide a safe and productive work environment, ensuring routine maintenance and minor repairs are carried out in accordance with Manufacturer's instructions through;
  - Cleaning the machines weekly and keep them in good working order
  - Liaising with engineers to optimise running time for reprographics equipment in respect of maintenance and repair visits
  - Troubleshooting errors and fixing routine issues
  - Supporting any tender, or re-tender for Reprographics equipment
- To manage the reprographics department providing an efficient and high-quality service which supports the smooth running of the school. To include:
  - Ordering supplies as necessary, in accordance with Financial Regulations
  - Maintain records of services provided to allow prompt and accurate charging to budgets
  - Take regular readings from printers around school to facilitate fair charging to budgets
  - Ensure all printing and photocopying requests are dealt with promptly
- Provide practical advice in the preparation of materials that meet the needs of teaching staff and administrative functions by;
  - Operating reprographics equipment, including printers, thermal binder, laminator, etc
  - Producing documents for the compilation of reports, minutes, teaching materials, etc

- Recommending alternative layouts or designs
- Being familiar with various graphics and office software

### Communications

- Take responsibility for the updating and refreshing of display boards throughout school on a timely basis.
- Take photographs video recordings as requested to support events, publications, social media and the website, editing and archiving in line with school policy and safeguarding principles.
- To support the production of in-house documentation / graphic design such as half termly newsletter, adverts, etc.
- To support the maintenance and updating of the school website.
- To maintain a photo library in line with permissions of staff and students.

### **General Responsibilities**

- To perform duties and attend meetings as reasonably required.
- To participate in the school's performance management scheme.
- To undergo in-service training where required.
- To comply with the school's Health and Safety policy and contribute to risk assessments as appropriate.
- To observe and implement current school policies and good practice.
- Contribute to the overall ethos, vision and aims of the school
- To carry out such particular duties as the Headteacher may reasonably direct from time to time.

**Note:** This job description will be subject of a review as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such a review or at any time after consultation with the post holder.

Post holder's signature:

Post holder's name:

Date:

Post holder's signature:

Post holder's name:

Date:

# NEW MILLS SCHOOL

## PERSON SPECIFICATION

**Job Title:** Reprographics and Communications Manager

	Essential	Desirable	Evidence
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> <li>• Previous reprographics experience</li> <li>• Experience of using technology for printing purposes</li> <li>• Experience of working with computers for designing and producing materials</li> </ul>	A A A A/I
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Good literacy and Numeracy skills</li> <li>• Good organisational and problem solving skills</li> <li>• Good IT Skills including MS Office</li> <li>• Ability to learn how to work with new technological equipment and design packages</li> <li>• Ability to use reprographic equipment to above basic level</li> <li>• Ability to undertake routine clerical duties;</li> <li>• Good communication skills with people at all levels, including students</li> <li>• Ability to manage own work load &amp; prioritise tasks</li> <li>• Good organisation skills</li> <li>• Ability to work on own initiative</li> <li>• Attention to detail</li> </ul>		A/I A/i A/i A/i A/i A/I A/i A/i A/i A/I A/i
<b>Personal Effectiveness</b>	<ul style="list-style-type: none"> <li>• Able to work calmly under pressure</li> <li>• Ability to critically evaluate own performance and make any necessary changes to be more effective</li> <li>• Enthusiasm</li> </ul>		A/i A/i A/i

Qualifications	•	<ul style="list-style-type: none"> <li>• GCSE English and Maths at Grade C or above (or equivalent)</li> <li>• Qualification in marketing, media design or training in design software</li> </ul>	A  A
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