

Chief Executive: Mr Tarun Kapur CBE  
Chairman: Mr Damian McGann

Dear Applicant

Thank you for your interest in the position of **Reprographics Technician** at **Dean Trust Rose Bridge, Holt Street, Ince, Wigan, WN1 3HD.**

The position is based at Dean Trust Rose Bridge.

- Salary – Grade 4 Scale Points 5-8, £18,795 - £19,945 per annum. Actual salary £16,592 – 17,608 per annum.
- 37 hours per week, Monday to Friday
- Term time only plus 3 weeks
- Local Government Pension Scheme – Greater Manchester Pension Fund

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit [thethedeantrust.co.uk](http://thethedeantrust.co.uk).

#### **Method of Application**

The preferred method of application is electronically via email to [award@thedeantrust.co.uk](mailto:award@thedeantrust.co.uk). All applications must be made using the Dean Trust's application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

#### **Closing Date**

Applications received after the closing time of 9am, Thursday 6<sup>th</sup> June 2019 will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 01942 510712 or email [award@thedeantrust.co.uk](mailto:award@thedeantrust.co.uk). Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

**Human Resources Department**  
**Dean Trust Rose Bridge**

**Believe Achieve Succeed**

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Holt Street, Ince, Wigan, WN1 3HD

t: 01942 510712

e: [enquiries@rosebridge.cfat.org.uk](mailto:enquiries@rosebridge.cfat.org.uk)

w: [www.rosebridgeacademy.co.uk](http://www.rosebridgeacademy.co.uk)

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## Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

<b>Job title</b>	<b>Reprographics Technician</b>
<b>Reporting to</b>	<b>PA to the Headteacher/Office Manager</b>
<b>Job purpose</b>	To provide full and efficient reprographics support to all staff. To manage the reprographics department on a day to day basis ensuring all work is produced to a high standard in a timely and cost-effective manner.
<b>Key responsibilities</b>	<ul style="list-style-type: none"><li>• Provide a copying and printing service for the whole school using reprographics machinery.</li><li>• To prioritise work requests to ensure all requirements are complete within the required deadline.</li><li>• Provide high quality finished products such as booklets and similar documents, including collating, binding, trimming and folding.</li><li>• Finishing of documents as required using suitable equipment e.g. laminating, binding etc.</li><li>• Support the development and production of reprographics work for the whole school including certificates, letters, newsletters, timetables, work sheets and other similar items.</li><li>• Troubleshooting errors and fixing routine issues on reprographic machines (within own capabilities) e.g. paper jams, user generated errors i.e. wrong paper size etc.</li><li>• Arrange routine maintenance, repairs and stocks of toner and consumables via copier maintenance company.</li><li>• Maintain stocks and supplies to ensure the department is efficient and fully operational at all times</li><li>• Reporting of monthly usage to finance department using papercut</li><li>• To continually improve the ways of working to reduce time and cost and improve quality</li><li>• To liaise with all school staff to understand their requirements, offer advice and produce high quality best value products</li></ul>

	<ul style="list-style-type: none"> <li>• To maintain confidentiality at all times with regard to any copied material Comply with copyright rules and regulations</li> <li>• Co-ordinate and produce the weekly newsletter</li> <li>• Provide cover for reception when required</li> </ul>
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<p><b>All employees have the responsibility to:</b></p> <ul style="list-style-type: none"> <li>• Ensure any documentation produced is to a high standard and is in line with the brand style</li> <li>• Be aware and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person</li> <li>• Participate in training and other learning activities as required</li> <li>• Participate in The Dean Trust's Performance Management process</li> <li>• Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate</li> <li>• To promote the area of responsibility within The Dean Trust and beyond</li> <li>• To represent The Dean Trust at events as appropriate</li> <li>• To support and promote The Dean Trust ethos</li> <li>• To undertake any other duties and responsibilities as required that are covered by the general scope of the post</li> <li>• To undertake any other reasonable duties at the request of the Chief Executive &amp; Academy Principal</li> </ul>
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The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder.



## Person Specification

<b>Education and qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Education to at least GCSE level or equivalent including English Language &amp; Mathematics A*-C</li><li>• Ability to undertake further training and development as required</li><li>• Excellent IT skills with knowledge of Publisher, Word, Powerpoint and Excel</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• First Aid knowledge/ Willingness to undertake First Aid Training</li></ul>
<b>Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Sound knowledge in all aspects of running and managing a Reprographics Department</li><li>• Experience of working with reprographics equipment</li><li>• Experience of working in a busy environment working to tight deadlines.</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• Experience of working in a secondary school environment</li><li>• Have awareness and understanding of copyright law</li></ul>
<b>Skills, knowledge and aptitude</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Capable of working unsupervised</li><li>• To work flexibly and adapt to workloads, requests and unforeseen changes demonstrating a can do and positive attitude at all times</li><li>• Excellent people skills in supporting both teaching and support staff</li><li>• Calmness under pressure</li><li>• Articulate and attentive to detail</li><li>• Be well organised and work with initiative</li><li>• Ability to work both independently and as an effective part of the Administration team.</li></ul>