ST WILFRID'S RC COLLEGE

JOB DESCRIPTION

POST TITLE: Reprographics Technician

GRADE: Band 3

RESPONSIBLE TO: PA/Business Manager

Overall Objectives of the Post:

Under the direction/instruction of senior staff: provide routine general clerical, administrative financial support to the school.

Key Tasks of the Post:

1.   Resources

You will provide effective support to the development of resources. You will:

- Operate office and reprographics equipment e.g. photocopier/computer to produce all resources for the school via a request system.

- Monitor photocopier totals reporting to the Finance department.

- Arrange orderly and secure storage of supplies.

- Prioritise workload to ensure timely delivery of resources.

- General administration duties as required, to cover reception desks, answering telephone calls and any other administration tasks.

2.   Responsibilities

You will contribute to the overall school's achievements of its objectives. You will:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- Be aware of and support difference and ensure equal opportunities for all.

- Contribute to the overall ethos/work/aims of the school.

- Appreciate and support the role of other professionals.

- Attend and participate in relevant meetings as required.

- Participate in training and other learning activities and performance development as required.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.