



JOB DESCRIPTION

REPROGRAPHICS TECHNICIAN & ADMIN ASSISTANT

The post-holder is responsible to the Headteacher / School Business Manager

Teach the children with all kindness and gentleness possible.'

Marie Madeleine D'Houet (1781 – 1858)

'Lessons are planned and delivered with professionalism. Teachers recognise that every student is unique. They strive to make decisions about teaching and learning that challenge students to uncover and develop their gifts. Rigorous enquiry, deep thinking, questioning and reflection are essential parts of that profound learning which is the foundation of life-long openness to education and the joy of learning. School life is enriched by a variety of extra-curricular activities that are intrinsically linked to our core values of justice, companionship and hope.'

FCJ Education: Our Vision and Values (2013)

Within the context of the FCJ Vision Statement and the School's Mission Statement and its aims and objectives, the post includes the following responsibilities:

1. To exemplify and promote the six FCJ values of excellence, companionship, dignity, justice, hope and gentleness, to demonstrate the Teacher Standards and where appropriate the Standards for Staff on the Upper Pay Spine.
2. To oversee the general academic, spiritual, personal and social development of pupils and Sixth Form students in the classes for which you are responsible and to ensure that they receive the support necessary to cope with the demands of the course. This work should be undertaken within the framework of our *FCJ Education: Our Vision and Values* booklet and the FCJ Education: Curriculum Leadership booklet.

Role Purpose

The purpose of this role is to provide an effective reprographics, administration and reception service to Academy staff, students and visitors.

Key Accountabilities

Reporting to the Academy Coordinator this post holder will be accountable for:

- To be fully responsible for all reprographics related duties.
- Receiving printing/copying requests and fulfilling orders submitted using reprographic equipment.
- Receiving requests for assistance with cutting/laminating/producing booklets/prize tickets/labels etc. in support of all academy activities.
- Assisting users with special printing / copying requirements – paper sizes; document finishing; laminating; stapling; booklets etc.
- Fixing routine issues, e.g. paper jams, user-generated errors (wrong paper size etc.).
- Maintaining and managing all stock including finalising and placing orders for new materials and paper.
- Undertaking regular, basic maintenance, including changing toner, and safety checks on all School reprographic equipment.
- Arranging for repairs of equipment, as and when necessary, to ensure smooth operation of all equipment.
- Dealing with the service departments of suppliers to ensure service requirements of machinery are met.
- Monitoring records of usage on a monthly basis and reporting on patterns of usage.
- Arranging for collection and disposal of all surplus and unused printed materials and paper.
- Delivery of paper and replenishment of paper in school photocopiers as and when required.
- To be responsible for preparing and submitting orders for stock for reprographics for approval, as and when required.
- Ensuring that the Academy's Reprographics Room is maintained in a tidy and ordered appearance.
- To support the reception team as and when required and to undertake training around working on reception, in order to provide support.
- To prepare and present items of pre-loved uniform in readiness for sale via the school website.
- To assist with school bus duties at beginning and end of day as necessary.
- To assist in creating a welcoming learning environment for both staff and students by creating cohesive signage, around the academy, as and when directed.
- To be responsible for health and safety of area.
- To act as a First Aider for the school (training provided as appropriate).

All our employees will be expected to promote and safeguard the welfare of all children and young persons they are responsible for, or come into contact with, as per 'Keeping Children Safe in Education'.

GENERAL

- Undertake any other duties in support of the school as reasonably directed by the Headteacher/Business Manager, including day to day repairs and maintenance.
- To treat pupils, parents, staff, visitors and contractors with care, consideration and courtesy in accordance with the school's FCJ ethos and values

This job description is not exhaustive and will be subject to regular review. **November 2025**