



The Fernwood School

High Achievement with Care & Discipline for All

REPROGRAPHICS AND PROCUREMENT TECHNICIAN



Reports to: ICT Systems Manager

Responsible for: Reprographics

Main Purpose: The post holder will provide high quality reprographic support to the school, within agreed deadlines and departmental budgets.

Main Activities:

- Overall responsibility of the efficient running of Reprographic and Procurement services.
- Managing Reprographic and Procurement budgets.
- Responsible for school wide stationery ordering.
- Supporting the development of the website in relation to design and corporate image.
- Supporting updates of website content as required such as news, curriculum and policies areas.
- Managing/Updating social media content.
- Professional photography of school events for use in digital media or other publications.
- Helping and advising staff in reprographics using the copiers and resources available.

Reprographics:

- Prioritising work as required to meet needs of staff.
- Creating publications for internal and external use, such as;
 - Booklets (i.e. Student Planner, Year 6 Induction booklet)
 - Creating posters (i.e Safeguarding team)
 - Signage - Internal
 - Laminating
 - Binding
- Desktop Publishing
 - Updating Academy documents, such as; letterheads, floor plans, shape of the day, Academic calendar
- Fully aware of copyright law/implications.



Procurement:

- **Responsible for procurement of;**
 - **All school stationery including school diaries.**
 - **Allocating/recording stationery used by faculties for charge backs and reporting regularly to Finance Team.**
- **Assisting line manager with procurement of copying/printing devices to ensure best value for the school.**

Support for the School:

- **To support the school with its multiple functions the role requires direction taken from any member of the Support Staff Management Team and the School Finance Team.**
- **Participate in training and development activities and programmes, and attend and participate in meetings as required.**
- **Be aware of the Data Protection Act and other relevant legislation to ensure that confidentiality of records and information is maintained and data is processed correctly.**
- **Undertaking any other duties that may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.**

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Supporting staff in a school environment • Experience working in reprographics • Experience of managing budgets and procurement • Excellent IT skills and computer literacy 	
Skills	<ul style="list-style-type: none"> • Communicate effectively both orally and in writing • Be highly focused and flexible • Ability to work collaboratively • Ability to work under pressure, prioritise and organise own workload with good time management skills. • Ability to demonstrate practical troubleshooting and problem analysis techniques 	
Knowledge	<ul style="list-style-type: none"> • Microsoft Office • Adobe Suite • Desktop Publishing 	<ul style="list-style-type: none"> • Photography • Multimedia editing



Personal competencies and qualities	<ul style="list-style-type: none">• Effectively manage multiple priorities and meet deadlines• Be proactive and well-motivated in approach to the job• Flexible and adaptable to changes in development of technology• Good attention to detail and ability to show initiative• Maintain confidentiality	
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