

# BISHOP ULLATHORNE CATHOLIC SCHOOL



## Job Description

**Job Title: Reprographic Operator**

**Grade: 3**

### **Job Purpose:**

To provide an efficient and comprehensive reprographics service for the school.

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

1. Produce letters, worksheets, certificates, booklets, exam papers, signs, notices, etc. by use of IT equipment, including word processing, spreadsheets and desktop publishing.
2. Use a full range of resources equipment, including photocopiers, copy printer, laminator, collator, and guillotine to undertake printing requests from staff, and advising staff on use of equipment where required with due regard to Copyright and Health and Safety laws.
3. Ensure that work is appropriately prioritised and that deadlines are met.
4. Maintain records of departmental expenditure, ensuring that printing requisitions are completed, and calculating amounts chargeable to departments.
5. Ensure that resources equipment is maintained and repaired, including liaison with external companies where necessary.
6. Develop and maintain filing systems for storage of master copies of documents, printing requisition forms and related records.
7. Maintain inventory records.
8. Carry out stock control of paper and consumables, ensuring orders are requested in good time. Receive and check deliveries, querying any discrepancies.
9. Any other duties and responsibilities within the range of the salary grade.

**Particular Note:** This job description reflects the duties and tasks appropriate at the time it was drawn up. Such duties may be varied from time to time without changing the general character of the post or the level of responsibility entailed.

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### Person Specification

<b>Job Title: Reprographic Operator</b>	
<b>Knowledge</b>	<ul style="list-style-type: none"><li>▪ IT software and packages</li><li>▪ Resource equipment.</li><li>▪ Health and Safety Procedures.</li><li>▪ Filing systems.</li></ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>▪ To support the distinctive ethos of this Catholic School.</li><li>▪ Ability to use Microsoft Packages including Microsoft Word, Excel, PowerPoint, Publisher, Office 365.</li><li>▪ Able to communicate effectively in writing and in person.</li><li>▪ Able to establish a good and productive working relationship with colleagues</li><li>▪ Able to prioritise own workload and work efficiently and confidently under pressure to meet deadlines.</li><li>▪ To be hands on and practical.</li><li>▪ Able to adopt a flexible but organised approach to tasks.</li><li>▪ Able to work alone.</li><li>▪ Able to undertake design work as necessary.</li><li>▪ Able to operate machinery safely.</li><li>▪ Able to lift equipment/boxes of paper.</li><li>▪ Able to undertake further training if required.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Desirable, working in a similar position in reprographics/ printing.</li><li>• Working under pressure to strict deadlines.</li></ul>
<b>Educational</b>	<ul style="list-style-type: none"><li>▪ Good standard of general education, including English and mathematics.</li></ul>