



HORSFORTH SCHOOL

JOB DESCRIPTION

Job Title:	Lead Technician
Responsible to:	Director of HR
Pay Band:	CI £24, 496 - £26,845
Hours:	Full time, Monday – Friday. All year round

Main role:

The lead technician provides full and efficient reprographic support to all teaching and associate staff and manages and oversees the Reprographics room on a daily basis. You will fulfil all requests for printing and copying submitted by staff in a timely manner to meet any deadlines set. You will also work on School displays. In addition, you will ensure that equipment in the Reprographics Room is maintained in a good working order, including arranging for any necessary repairs to be undertaken by specialist contractors, and managing the supply and stock levels of all consumables required for printing and copying.

You will work alongside the music department to support with administration of music lessons as well as being our Fundraising Champion.

You will be first aid trained and will provide first aid cover at reception when required (first aid training will be provided).

Main duties will consist of:

1. Receiving printing/copying requests and fulfilling orders submitted using reprographic equipment;
2. Assisting users with special printing / copying requirements – paper sizes; document finishing; laminating; stapling; booklets etc.
3. Fixing routine issues, e.g. paper jams, user-generated errors (wrong paper size etc).
4. Maintaining and managing all stock including finalising and placing orders for new materials and paper;
5. Undertaking regular, basic maintenance, including changing toner, and safety checks on all School reprographic equipment;
6. Arranging for repairs of equipment, as and when necessary, to ensure smooth operation of all equipment;
7. Dealing with the service departments of suppliers to ensure service requirements of machinery are met;

8. Monitoring records of usage on a monthly basis and reporting on patterns of usage;
9. Arranging for collection and disposal of all surplus and unused printed materials and paper;
10. Ensuring that the School's Reprographics Room is maintained in a tidy and ordered appearance
11. Creating and maintaining School displays
12. School fundraising champion
13. Support with holiday camps
14. To be first aid trained and provide first aid cover in reception as required (assessing and treating day-to-day injuries, illness/sporting injuries - training to be provided) as directed by the Executive Assistant to the Leadership team.
15. To support with the administration of music lessons in conjunction with the Curriculum Leader of Music.
16. Attend and participate in regular meetings, training and other learning activities as required, contributing to the overall ethos and aims of the School.
17. Establish constructive relationships and communicate with other agencies/professionals.
18. Be aware of, and comply with, policies and procedures relating to child protection, health, safety, confidentiality and data protection, reporting all concerns to the appropriate person.
19. Be aware and support differences and ensure all students have equal access to opportunities to learn and develop.
20. Support and enforce the positive behaviour system at all Key Stages
21. To be aware of and support difference and ensure equal opportunities for all.
22. To contribute to the overall ethos/work/aims of the School.
23. To appreciate and support the role of other professionals.
24. To attend and participate in relevant meetings as required.
25. To participate in training and other learning activities and performance development as required.

NOTES:

There is a requirement to submit to an enhanced Disclosure and Barring Service background check. There may be a need to occasionally work outside of School hours and off School premises, as required by the School. No smoking/vaping policy.

This job description is not necessarily a comprehensive definition of the post, you may be asked to undertake additional duties not listed above but appropriate to the role. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the holder of the post.