

## Department details

<b>Department name</b>	<b>Reprographics</b>
<b>Hours of work</b>	15 hours a week: 08.00-11.00 Monday-Friday. Part time, temporary, term time
<b>Post details</b>	Supporting all aspects of the day to day running of a busy college reprographics department. Producing high quality output at the request of college staff, maintaining a safe work environment, and supporting the senior technician in the maintenance and upkeep of the hardware.
<b>Staffing structure</b>	<p><b>Senior Reprographics Assistant</b> Day to day management of the reprographics department reporting to the IT Manager</p> <p><b>Reprographics Assistant</b> Supporting the senior assistant in the efficient running of the busy reprographics department.</p>
<b>Services provided</b>	<p><b>Service Purpose:</b> The delivery and development of an excellent, responsive, customer-focused printing and finishing service for the college community.</p> <p><b>Aims</b></p> <ol style="list-style-type: none"> <li>1. SERVICE AVAILABILITY: To provide service opening times which meet college needs.</li> <li>2. REQUESTS MANAGEMENT: To carry out prompt printing/DTP requests in the most efficient way possible.</li> <li>3. EQUIPMENT: To be responsible for the effective management and maintenance of a range of printing and finishing equipment, to include photocopiers within Reprographics and 3 away from Reprographics, responding promptly to rectify machine faults.</li> <li>4. DISPOSAL OF CONSUMMABLES: To recycle all paper and card waste and all photocopier consumables.</li> <li>5. COPYRIGHT/LICENSES: To enforce policy on copyright licenses relating to printing, copying and recording.</li> <li>6. FINANCE: To manage the Reprographics budget and resources in an effective and efficient manner to ensure the most economical deployment, use and development of the service.</li> <li>7. HEALTH &amp; SAFETY: To ensure a safe working environment for service users and reprographics staff.</li> </ol>
<b>Further details</b>	Training on the use of the college's Xerox copiers will be provided.