

Job Description

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| Department | Reprographics |
| Post | Reprographics Assistant |
| Hours of work | 15 hours a week: 08.00-11.00 Monday-Friday. Part time, temporary, term time |
| Responsible to | IT Manager In their absence, Assistant Principal Finance (or designated other) |
| Working principally with | College staff and students IT Support, Creative Services Team (Graphic Designer) |

Key Purpose

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| To support the day-to-day delivery and development of an excellent, responsive and customer focused reprographics service to the college. | |
| 1 | To support the provision of appropriate printing services and related publishing and desktop publishing requirements. |
| 2 | To support the organisation and monitoring of the daily workload of the service. |
| 3 | To support the monitoring and maintenance of levels of stock and equipment required to keep the service running, ensuring that value for money and best practice are consistent. |
| 4 | To support the development and deployment of Reprographics staff and cover staff. |
| 5 | To undertake a range of operational duties within the reprographics department. |
| 6 | To deputise for the Senior Reprographics Assistant if required. |

Duties and Areas of Responsibility

| Operation and Co-ordination | |
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| 1 | Support the control and the receipt of work requests via a variety of sources, in a variety of formats. |
| 2 | Ensure all work is carried out within agreed timescales, in accordance with reprographics guidelines and is accounted for and recharged where appropriate. |
| 3 | Work with college staff to assist with all aspects of their work request requirements, from inception to final delivery, advising on issues and options. |
| 4 | Work with students and their tutors to assist with all aspects of their request requirements, from inception to final delivery, advising on issues and options. |

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| 5 | Advise on the most suitable and economical production methods, especially in relation to colour printing. |
| 6 | Undertake basic desk top publishing tasks to support the design, enhancement or re-formatting of a variety of document requests, including manipulating documents and images for various purposes and in support of production in the most economical way. |
| 7 | Convert one file type into another e.g. PDFs into editable word documents. |
| 8 | Ensure the maintenance of machinery (in and outside of the Reprographics Dept.) including supporting regular checks and if required arranging for the servicing of machinery used for reprographics work, to contact engineers in the event of breakdown. |
| Budgets & Resources | |
| 1 | Support the effective management of allocated budgets, complying with all financial procedures and liaising with the IT Manager and Assistant Principal (Finance). |
| 2 | Support the preparation of quotes for reprographics work and take meter readings if required. |
| 3 | Support the identification of stock needs, ordering of materials and ensuring the most cost-effective use of resources. |
| Environment and Facilities | |
| 1 | Support the maintenance of a clean, healthy, safe working environment by consulting with Facilities staff and complying with appropriate legislation or college policies/procedures. |
| Quality & Reporting | |
| 1 | Support regular quality control procedures and the monitoring of customer feedback in line with plans and targets. |
| 2 | Report to appropriate colleagues on possible strategies for service development delivery, faults and issues. |
| General (including Personnel & Relationships) | |
| 1 | Work successfully with colleagues to ensure an effective service. |
| 2 | Support performance management procedures and be an active participant in appraisal. |
| 3 | Support the effective deployment of Reprographics and cover staff for term-time and holiday delivery requirements. |
| 4 | Engage in training and development. To include delivering training to others, developing one's self and participating in relevant meetings. |
| 5 | Ensure all appropriate paperwork is completed in line with college requirements. |
| 6 | Keep up-to-date with relevant legislation and college policies and support implementation, (including those relating to health and safety, equal opportunities and copyright). |
| 7 | Ensure all service policies and procedures are documented, clear and up-to-date, including developing help sheets for cover staff and other users. |
| 8 | Any other responsibilities appropriate to the position. |

Job Description

The above job description was agreed as detailed below:

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| Name of the Post holder: | |
| Sign: | Date: |
| | |
| Name of Line Manager (or nominated other): | |
| Sign: | Date: |

The duties are indicative of the requirements of the post. It is college policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate.