



# Job Description

## Reprographics Assistant

**Line Manager:** Reprographics Manager

**Start Date:** As soon as possible

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### Key purpose of role:

To support the Reprographics Manager to provide a high quality and effective reprographics service for the College as a whole, including the production, presentation and distribution of documents as required.

### Duties and responsibilities

In the first instance, the duties and responsibilities are listed below. As the needs of the College change, you will be expected to take on or relinquish responsibilities as directed by the Senior Leadership Team.

### Role specific responsibilities

- Provide a wide range of printed materials, including bulk photocopying, booklet making, laminating, and binding.
- Design and print school forms, leaflets, promotional material and certificates.
- Scan documents and convert/manipulate files and images if required.
- Put school prospectus and other material together for sending out to relevant parties.
- To monitor stock levels of paper, toner and other reprographic materials.
- Liaise with suppliers regarding maintenance of copying equipment, ensure timely maintenance of machines.
- Undertake basic photocopier machine maintenance.
- Support other staff and members of the College as needed.
- Attend and participate in relevant meetings and training/development activities as required.
- Any other duties as may be reasonably requested by the line manager to allow for the efficient running of the college without changing the general character or level of responsibility entailed.

### General duties and responsibilities

The post-holder is required to:

Promote, act as a role model and implement the College's policies, practices and procedures including those relating to diversity and Inclusion.

Take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the College's responsibilities under the Health and Safety at Work Act.

Demonstrate day-to-day commitment to the College's core values of community and mission statement.

Carry out such reasonable additional duties as may from time to time be determined by or on behalf of the Corporation.

***All staff and senior post-holders have a duty for safeguarding and promoting the welfare of children and young persons. Staff must be aware of the College's procedures for raising concerns about children's welfare and must report any concerns to the Designated Person without delay. Staff must also ensure they attend the appropriate level of safeguarding children training identified by the College as relevant to their role.***

### Special features of the post

This job specification is subject to review. Any changes in substance or interpretation will be implemented after consultation with the post-holder.

The successful applicant will join a very friendly, hardworking and dedicated team supporting each other to the full at all times and working comfortably within such a team, but can be equally comfortable using their own initiative to solve problems that come their way.

### **Diversity and Inclusion Statement**

The College will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the Equality Act, 2010 whereby College will not unlawfully or unfairly discriminate on the grounds of age, sex, race, disability, religion or belief, sexual orientation, gender reassignment or marital/civil partnership status. The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College provides an open, inclusive and safe environment for all its students, employees and visitors.

### **Safeguarding Statement**

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff to share this commitment.

The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of the right to work in the UK.

### **Prevent Statement**

The successful applicant will be required to uphold the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs.

**Simon Lett**  
**Principal**

**October 2022**



# Reprographics Assistant

## Further Particulars

### Salary:

The salary for this post will be within the range 3 - 6 of the pay spine for Support Staff, which is currently £18,593.00 – £19,719.00 pa (reduced pro rata to £13,584.43 - £14,407.11 pa in accordance with the part-time, term-time contract).

### Full Time Equivalent:

0.73 FTE

### Conditions of Appointment:

Appointment is to a permanent contract working to the terms and conditions of service for all College staff under the following main provisions:

### Contractual Hours of Work:

30 hours per week, typically Monday to Friday, 9.00 am to 3.30 pm (start and finish times can be adjusted to suit the needs of the successful applicant), term time only, plus enrolment week, plus ten additional days to be worked during the College holidays as and when required (41 weeks in total).

The duties and responsibilities attached to all College roles demand a flexible and thoughtful approach to work. Work life balance is strongly supported by all.

### Holiday Entitlement:

Since this is a term time appointment, you will be required to take your leave during the College holidays. Your holiday allowance is paid as part of your annual salary.

### Pension:

You will be entitled to participate in the West Yorkshire Superannuation Scheme. Further details available on request.

### Safer Recruitment:

We have a strong commitment to safeguarding; all offers of employment are subject to the following pre-employment checks:

- Proof of identity
- Evidence of right to work in the UK
- Enhanced Disclosure and Barring Service check.
- Overseas criminal record check if you have lived or worked outside the UK in the last five years, for a minimum of three months
- Evidence of relevant qualifications
- Fitness for work
- Two references, including one from current and/or most recent employer

### Closing Date:

The closing date for applications is **Thursday, 20 October 2022**

### Applicants for this post are asked to:

1. Complete the College's application form and Equality and Diversity form.
2. Write a supporting letter of application, with CV if you consider it useful.

### Please send the completed details, as soon as possible, to:

Jen Rothery, Human Resources Advisor, as an email attachment to [jobs@greenhead.ac.uk](mailto:jobs@greenhead.ac.uk).

*If you apply and are unsuccessful in being called to interview, can I thank you in advance for your time and trouble in making this application. Due to time constraints it would be impossible to respond to everyone individually - I hope that you will understand. The college is committed to Diversity and Inclusion and welcomes applications from all sections of the community.*

## PERSON SPECIFICATION: Reprographics Assistant

CRITERIA	ESSENTIAL	DESIRABLE	Assessed from:
<b>QUALIFICATIONS</b>	A good standard of education	First aid qualification, or willingness to undertake one.	Application Certificates
<b>KNOWLEDGE/ UNDERSTANDING</b>	Demonstrate a high level of accuracy with a keen attention to detail  To be prepared to explore and develop new skills		Application Interview  Interview
<b>EXPERIENCE</b>	High standards of work	Experience in a similar environment  Experience of working in an educational establishment	Application
<b>SKILLS/ABILITIES</b>	A high level of organisational and communication skills  Ability to work calmly under pressure and to tight deadlines  Ability to follow instruction and undertake delegated tasks  Reliability and ability to work independently and show initiative  A quick, confident learner, able to adapt to new IT packages and systems.		Application Interview  References
<b>ATTRIBUTES</b>	Understand the importance of confidentiality  A proven commitment to safeguarding, promoting the welfare of young people.  A willingness to be flexible.  A sociable team player with a sense of humour!		Interview  References