

JOB DESCRIPTION

Trinity



School:	Trinity School	Location:	Newbury
Job Title:	Reprographics Officer	Grade/Salary Range:	Grade C 37 Hours Per Week, Term Time plus 1 Week

JOB PURPOSE

To provide a high-quality, efficient, and cost-effective printing, copying, and finishing service to support teaching, learning, and school administration.

The Reprographics Officer ensures that all school materials, including but not limited to: daily lesson worksheets, exam papers, promotional brochures and event programs, are produced accurately, safely, and on time.

MAIN DUTIES AND RESPONSIBILITIES

Key Responsibilities

1. Production & Finishing

- **High-Volume Printing:** Operate and maintain digital high-volume photocopiers, printers, and multi-functional devices (MFDs).
- **Print Finishing:** Perform binding (comb, wire, thermal), laminating, booklet making, folding, cutting, and guillotining to a high standard.
- **Material Preparation:** Manage the production of specialized materials including exam papers (ensuring strict confidentiality), booklets, school newsletters, certificates, and signage.

2. Workflow & Resource Management

- **Job Queue Management:** Prioritize incoming print requests from teaching and administrative staff, managing expectations during peak periods (e.g., exam seasons, start of term).
- **Inventory Control:** Monitor and order paper, toner, binding elements, and other consumables - ensuring stock levels are maintained.
- **Quality Assurance:** Proofread and check formatting of submitted materials where necessary to ensure clarity and professional presentation before mass production.

3. Maintenance & IT Support

- **Equipment Upkeep:** Carry out basic maintenance, routine cleaning, and troubleshooting of reprographics machinery (unjamming paper, replacing toner/waste containers).
- **External Support:** Act as the primary point of contact for external service engineers for minor machine breakdowns or scheduled servicing.
- **Software Utilization:** Assist staff with converting documents from Word to PDF for best print quality.

4. Administration

- **Cross Charging:** Track department usage and assist in reallocating print costs or managing staff print credits if required.
- **Health & Safety:** Maintain a clean, organised, and safe working environment. Ensure safe operation of heavy equipment like electric guillotines and laminators.

Note to Applicants: While experience in print finishing is advantageous, **full training will be provided for the right candidate** who demonstrates strong organisational skills and a willingness to learn.

PROFESSIONAL VALUES AND PRACTICE

- Have high expectations of all students encouraging them to live our school motto – 'Personal Excellence and Collective Responsibility'.
- Respect students' social, cultural, linguistic, religious and ethnic backgrounds.
- Build and maintain successful relationships with students, treating them consistently, with respect and consideration and to be concerned for their development as learners.
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from students and as outlined in the NAT Staff Code of Conduct.
- Work collaboratively with colleagues to meet the needs of all students (inc SEND students).
- To play a full role in the life of the school community.
- Carry out all aspects of the role effectively and to seek help, advice or guidance as necessary.

STAFF DEVELOPMENT

To take part in the school's staff development programme by participating in arrangements for further training and professional development.

- To continue personal development in the relevant areas.
- To engage actively in the Performance Management Review process.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

SCOPE OF JOB (Budgetary/Resource control, Impact)

- No direct budgetary responsibility

OTHER SPECIFIC DUTIES

To be responsible for ensuring that the Trust's Safeguarding policy is adhered to, ensuring concerns are raised in accordance with this policy, including logging information on CPOMs.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager or Headteacher to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This role has been identified as public facing in accordance with Part 7 of the Immigration Act, and therefore the ability to fulfil all written and spoken aspects of the role with confidence in English will be required. Conversing at ease with the public including students, answer questions and provide advice, including the use of appropriate specialist terminology relevant to the job role/profession and where necessary for an extended period of time.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Date: July 2026

Safeguarding Statement:

This School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. The post holder is responsible for ensuring they adhere to the School's Child Protection Policy and that any concerns are raised in accordance with this policy. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant pre-employment checks.

PERSON SPECIFICATION



Job Title: Reprographics Officer	School: Trinity School
Reports to: Administration Manager	Location: Newbury

* E = Essential Criterion (required at point of recruitment)

D = Desirable Criterion (can be developed over time)

Attributes	Essential	Desirable
Education and Qualifications	• Sound educational background including GCSEs Maths and English (A*-C) or equivalent	• First Aid at work certificate
Knowledge and Experience	• Experience of delivering to deadlines and achieving set targets to a high standard • Experience of allocating and prioritising workload effectively to gain maximum productivity • Strong IT Skills including Microsoft PowerPoint, Excel, Word and Outlook	• Experience of working with reprographic equipment • Experience of working in a school environment • Experience of working with confidential information • Awareness of current issues within education
Skills	• Excellent planning and organisational skills • Ability to work independently to organise own workload • Strong interpersonal skills • Highly motivated individual with an innovative approach • Problem solving and analytical skills • Ability to demonstrate engaging oral and written communication	
Other Qualities	• Ability to make effective decisions • Ability to work accurately and methodically • Excellent time management • Strong interpersonal and public-facing skills • Ability to remain calm under pressure • Flexible • Good team player • Willingness to undertake further training • Commitment to safeguarding and promoting the welfare of children • Suitability to work with Children • Fluent in spoken and written English to an appropriate level for the role. • Right to work in the UK.	• Full driving licence