

**BOURNE COMMUNITY COLLEGE**

**Reprographics Technician**

It is essential that all staff actively promote the aims of The College –

* To ensure every student develops their potential to flourish and be successful
* To have high expectations of all staff and students
* To respect all those in our community locally, nationally and internationally

All members of staff are required to participate in the College’s appraisal scheme.

**Reporting to Line Manager**: Reprographics and Marketing Manager

**Duties will include**:

* The use of high volume photocopiers to produce worksheets, booklets, letters and other necessary documents to support curriculum areas.
* Production of posters, certificates, tickets, etc.
* Production of staff name badges
* Ensuring that all machinery is maintained appropriately. Contacting the service engineer as required.
* Use of laminator to produce items such as A4/A3 posters and to preserve students' work.
* Liaising with Business Manager to ensure stock levels are maintained.
* The upkeep and stocking of various slips that are kept in the staff room.
* Book binding.
* Assistance in PowerPoint presentations.

The potholder will be expected to perform such duties as may be reasonably required by the Headteacher and that these should be in line with national legislation and current conditions of service.

**The post holder will need to be**:

* highly organised
* able to prioritise workloads in order to meet deadlines
* able to adapt to changes at short notice
* have a positive attitude
* liaise effectively with staff at all levels as well as students
* observe discretion and maintain confidentiality at all times especially when handling documents of a highly sensitive nature
* proficient in the use of Word and PowerPoint applications.

Dec 2018