

Job Description: Reprographics Assistant

Role Specific

1. Provide a professional and responsive print service to customers in a fast paced and dynamic environment
2. Handle requests from staff and students face to face, by phone and email
3. Provide information to both internal and external customers relating to their print orders, and the College's print service
4. Operate print production equipment; ensuring quality and speed of output
5. Operate print finishing equipment (guillotine, folding and binding machines)
6. Move and store heavy bulk paper supplies
7. Comply and promote the College's policies, including Financial Regulations
8. Refill printers as needed
9. Cash handling duties
10. Provide Reprographics reporting and management information on efficiency, volume, usage and costs
11. Assist and manage delivery of print to staff across all sites
12. Assist with stock management and planning
13. Maintain an awareness of cyber security risk and best practice, and ensure compliance with the Group's cyber security policy, process and protocols
14. Assist with any other duties, as required
15. Positively represent the College both internally and externally at all times

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College Responsibilities

1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively
2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation
3. Value diversity and promote equality
4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies
5. Contribute to cross-college events
6. Adhere to College policies and procedures including health and safety
7. Ensure good communication at all levels
8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults
9. Any other duties that the Principal considers appropriate

Person Specification: Reprographics Assistant

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Qualifications and Attainments	Essential / Desirable
Minimum of 4 GCSE qualifications (or equivalent) including grade C/4 in Maths and English	Essential
Level 3 qualification in a relevant subject area (e.g. IT or Business Administration)	Desirable
Training, Experience and Knowledge	
Ability to work in a fast-paced environment	Essential
Ability to work to prioritise and work to tight deadlines	Essential
Proficient in using Prisma and Uniflow systems	Desirable
Previous experience of working with print production and print finishing equipment	Desirable
Personal Skills and Attitudes	
Have a highly responsive, flexible and adaptable attitude	Essential
Display initiative, be positive and enthusiastic	Essential
Exceptional organisational skills	Essential
Possess excellent ICT skills	Essential
Self-motivated and driven to consistently improve and reflect on own practice	Essential
Possess excellent communication skills, both written and verbal	Essential
Be a team player, showcasing flexibility and adaptability with excellent inter-personal skills	Essential
Demonstrate a commitment to equality and diversity, customer service and quality assurance	Essential
Demonstrate a commitment to the process of continuous review and improvement	Essential
Suitability to work with children, young people and/or vulnerable adults	Essential
Full driving licence and access to own transport	Desirable