

JOB DESCRIPTION

Subject to the current agreed terms and conditions of employment as set out in the college staff manual

Job Title:	Reprographics Assistant
Job Purpose:	To provide high quality reprographics materials
Accountability to:	Reprographics Manager
Responsible for:	No staff

Key Responsibilities and Key Tasks:

1. Provide an efficient reprographic service

- a. Undertake a range of general reprographic duties, including printing, photocopying, binding, laminating and guillotining to support teaching and support staff.
- b. Ensure work is completed to specified deadlines and costed appropriately.
- c. Processing stationery requests from staff and charging departments accordingly.
- d. Assist in the provision and purchasing of stationery and reprographics materials for the college.
- e. To work as part of a team, supervised by the Reprographics Manager.
- f. Respond to requests for photocopier malfunctions around the college and resolve issues. Replacing toner where necessary.
- g. Distributing diaries and teacher planners.
- h. General filing.
- i. To provide administrative support, as required.
- j. To deputise in the absence of the Reprographics Manager, as required.
- k. As part of the wider Learning Resources team, assist in the library as required.

2. Any other duties

- a. Undertake any other reasonable tasks, as required.

