



Westcliff High School
for Boys

JOB DESCRIPTION

REPROGRAPHICS MANAGER

REPROGRAPHICS MANAGER

Point 20 £28,371 (£26,874 – 48.6 weeks pro-rata)

Application Form available on the School Website

Job Description

To provide an efficient and effective reprographic service to the school. To manage the staff and work within the Department. The Reprographics Manager reports to the Director of Operations.

Principle Accountabilities

- To ensure that all printing and finishing for the school is presented correctly and completed within the agreed deadline.
- To ensure that all machinery is kept clean and in good working order.
- To manage staff within the department and organise/monitor the workload for the department.

Duties

- To prepare quotations for a variety of design/reprographic work.
- To advise staff on presentation.
- DTP, layout, copy.
- To be responsible for ordering reprographics equipment and stationery and maintaining stock levels.
- To undertake stock control of the Reprographics department supplies.
- To contact external technicians in the event of a breakdown of machinery and to ensure that correct maintenance has taken place.
- To maintain the School's digital images library.
- To maintain, daily, weekly and monthly figures of printing for departments and produce costings as required.
- Responsibility for budget(s) within department.

Other duties

- To undertake any training commensurate with the post.
- To be aware of and comply with current copyright legislation relating to photocopying and audio-visual recording.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.




The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.



Westcliff High School for Boys

Headmaster: Mr MA Skelly M.A.

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