



Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.

Avita Pro Fide !

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Role title:	Reprographics Officer
Reporting to:	Senior PA
Salary:	Competitive dependent on qualifications and experience
Hours:	Monday to Friday, 8.15am – 5.15pm
Summary of the role:	The post holder will be primarily responsible for the maintenance of all the College photocopiers and will provide a reprographics service to all College staff.
Main duties and responsibilities:	<p>Photocopiers</p> <ul style="list-style-type: none"> • Formatting and standardisation of documents, where needed, prior to copying • Ordering of supplies for all photocopiers keeping a suitable stock level. • Respond to, action and log all copier faults with the supplier and keep records of faults and resolution times. • Escalate problems to your line manager if repairs are not carried out as per the contract with the supplier. • Carry out department billing at the end of each term. • Ensure all photocopying requests are carried out as per the published policy and to the highest standard possible for both staff and students • Print school reports as requested. • Pay due regard to copyright laws. • Scanning of documentation (to include bulk scanning) <p>Printers</p> <ul style="list-style-type: none"> • Check that the IT Suites, Common Room and King Room are stocked with toner and paper each morning and evening. • Provide support to end users in the event of printer problems. • Liaise with the printer engineer if required and schedule annual printer servicing. • Maintain inventory levels of inks and toners, issue toners to staff upon request and carry out department billing at the end of each term. <p>Miscellaneous</p> <ul style="list-style-type: none"> • Carry out, and keep appropriate records of, portable appliance testing (PAT) of all college IT devices during school holidays, and liaising with other departments as necessary in this regard. • Produce building plans as requested. • Produce large format print jobs as requested using the plotter. • During school holiday periods, clean all projector filters and reset filter counters. • You may also be required to undertake other duties of an appropriate level and nature as and when requested by the Headmaster, Senior Leadership Team or your line manager.

The College is committed to safeguarding the welfare of children, therefore, all candidates will be required to undergo an Enhanced DBS check.

We will seek references that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications.