



Alcester
Academy

TO BE THE BEST THAT WE CAN BE

Reprographics Technician Information Pack

**30 hours per week/Term Time
only (subject to agreement)**

**NJC Scale F, Scalepoint 6
Actual Salary £18,044**

**Completed applications by 12 noon on
Friday 4th September
Interviews TBC**



JOB DESCRIPTION

POST TITLE	REPROGRAPHICS TECHNICIAN
SCALE	F
RESPONSIBLE TO	SLT

BROAD DESCRIPTION:

- Manage the cost effective production of materials and documents for the whole school
- Manage two Cost Centres – Reprographics Recharges and Admin Copy Charges
Manage, co-ordinate and ensure the high quality, customer focused presentation of school information and publicity for internal and external audiences; weekly parental bulletin, press adverts, graphics for social media posts
- Provide administrative support for the teaching staff, to assist in a wide range of school activities/events
- Manage the stock levels of all school administrative and reprographics stationary resources annual costs
- Organise celebration certificates
- Support resources required for the annual student celebration event
- Support the creation and maintenance of high quality displays around the school site
- Maintain the school website; refreshers, photographs, information updates as specified by SLT
- Coordinate social media accounts and school branding
- Collate school policies for staff in conjunction with the Clerk to the FGB.

Responsibility for other people (other than employees supervised/managed):

The post has some impact on the well-being of individuals or groups (ie physical, mental, social, health & safety).

Responsibility for staff:

The post has limited direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

Responsibility for budget:

The post has some direct responsibility for and is accountable for ordering, handling invoicing and record-keeping of reprographics supplies.

Responsibility for physical resources:

The post has some responsibility for physical resources, involving the maintenance and use of reprographics equipment.

KEY TASKS AND RESPONSIBILITIES:

Reprographics	• Deliver the whole school reprographics / copying service to the school. • Manage two cost centres – Reprographics Recharges and Admin Copy Charges. • Support the Business Manager in the co-ordination and management of the procurement for the Whole School Administration Printers and Photocopiers contract • Ensure appropriate records maintained for charging purposes. Create invoices and complete annual tables for department and private charges. • Manage stock levels of paper, envelopes, toners, staples and associated stationary for the whole school. • Provide training and instruction to staff, pupils and in the use of reprographics equipment. • Maintain photocopiers equipment / apparatus / whole school administration printers in a good working order. • Liaise with suppliers or companies for servicing / repairs • Provide ‘on-call’ system to resolve equipment faults / problems where possible. • Responsible for secure storage of equipment and the reprographics room. • Laminate and ring bind documents.
Communications / Marketing:	• Manage, co-ordinate and produce high-quality, customer-focussed school information and publicity for internal and external audiences as and when required • Student Planners – use an external company to produce personalised planners • Staff Planners – research external providers for a personalised planner • School Prospectus and Options Booklets • Induction Booklets and Staff Handbook • School letterhead paper and compliment slips and associated logos - school branding • School certificates and Awards Evening literature, for example school leaflets / flyers / postcards / invitations / programs /parent bulletins • School posters for corridors • Social Media Accounts and branding • School displays • Maintain and service the school website • Collate key policies for staff (fed by Clerk to FGB) • Manage & review the school website, ensuring regularity and compliance (including statutory content). • Maintain and update Governor details, policies, recruitment, information for parents, holidays, school closures, activities, prospectus, news etc • Ensure policies are reviewed and updated in line with agreed cycle and published for public viewing as directed by Department of Education • Publish ‘Head Lines’ School newsletter weekly. • Maintain and update the external websites requiring Alcester Academy prospectus / options / school information.

	• Design and produce classroom displays as requested by the teachers and maintain all school notice boards in the corridors and main entrance. • Procure and/or provide from external suppliers publicity materials e.g. prospectus, posters • Liaise with outside publications, local media and other agencies ensuring high profile quality coverage of academy activities and achievements
Administration Support	• Undertake administration support for Recruitment, Induction Day, Open Evenings, Awards Evenings, Parents Evenings, Pastoral Forms, Time-out cards. • Manage the whole school Staff ID system - sourcing resources, photography and distribution of ID cards etc in line with safeguarding.
Health & Safety	• To ensure the school meets its Health and Safety responsibilities with regard to Data Protection guidance and legal requirements. • Ensuring all visitors comply with safeguarding requirements.
Personal and Professional Conduct	Our staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct: Staff uphold public trust in the teaching profession and maintain high standards of ethics and behaviour, within and outside school, by: • treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the professional position held. • having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions. • showing tolerance of and respect for the rights of others. • not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. • ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law. Staff must have proper and professional regard for the ethos, policies and practices of the academy, and maintain high standards in their own attendance and punctuality. Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

In addition to the roles covered within this document, all members of staff are expected to undertake any other task reasonably requested by the Headteacher.

Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job profile. You should indicate clearly how you meet these requirements with examples of impact when you fill in your application form and supporting statement.

Reprographics Technician Person Specification

Qualifications	Essential	Desirable	EVIDENCED (Application Form Interview References)
Minimum GCSE English and Maths at grades 4-9 (or equivalent)	•		A
A higher qualification in any discipline e.g. A Level or beyond		•	A
Evidence of recent and relevant professional development	•		A,I,R
Administration / Communication Skills			
Proficient with graphic software/AI design such as Canva or similar	•		A,I,R
The ability to prepare documents for print; formatting, organising or merging documents	•		A,I,R
Have a detailed knowledge of reprographic equipment, its uses and operation and be able to demonstrate to users	•		A,I,R
Have knowledge of copyright and licencing regulations	•		A,I,R
Communicates well with staff both verbally and in the written form	•		A,I,R
Advanced knowledge of Word, Powerpoint, Excel as required	•		A,I,R
Works on own initiative – thinks strategically and creatively	•		A,I,R
Approaches change and continuous development positively	•		A,I,R
Ability to prioritise work and be well organised, meeting deadlines	•		A,I,R
Ability to work towards GDPR guidance and maintain confidentiality as required	•		A,I,R
High degree of personal integrity	•		A,I,R
Maintains a sense of perspective and good sense of humour	•		A,I,R
Personal Skills and Attributes			
Enjoys working with children and young people	•		A,I,R
Forms and maintains appropriate relationships and personal boundaries with children and young people	•		A,I,R
Hardworking, energetic and cheerful	•		A,I,R
Resilient	•		A,I,R
Excellent attendance and punctuality record	•		A,I,R
Works effectively in a team, sharing issues and best practice	•		A,I,R
Relates well to students/staff	•		A,I,R
Determined to support staff	•		A,I,R
Has a thirst for professional development	•		A,I,R
Has high expectations of students and self	•		A,I,R

Develop and maintaining good relationships with colleagues	•		A,I,R
Ability to work as part of a team	•		A,I,R
Willing to become involved in extra-curricular activities		•	A,I,R

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

Elements of this job description may be negotiated at the request of either party and with the agreement of both.

The Application Process

A written statement in support of your application is necessary but we do not consider CVs.

Expression of interest by noon on Friday 4th September 2026 with interviews to be confirmed.

We reserve the right to follow up references provided in person.

If you have any questions with regard to this vacancy or wish to submit an application, please contact admin@alcesteracademy.org.uk. We look forward to receiving your application.

If you have any queries or concerns, please speak with Sarah Mellors, Headteacher.

Privacy Notice for Applicants: How we use your information

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about job applicants.

What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What personal information do we process about applicants?

The categories of applicant information that we collect, hold and share include:

- The information you have provided on your application form, including name, title, address, telephone number, personal email address, date of birth, gender, teacher number, employment history, qualifications, subjects taught and other training and development activities.
- Any test results which arise as part of this application process.
- Information about your current level of remuneration, including benefit entitlements.
- Information provided to us by your referees unless you have indicated otherwise on the application form.
- Any academic qualifications
- Information on documents provided for the purposes of proving identity e.g passports, driving licences, birth certificates, and bank statements and utility or other invoices used for proof of address

Where you have named referees on your application form, we shall assume that they have consented to being approached by us.

We may also collect, hold and share the following "special categories" of more sensitive personal information:

- information such as gender, age, ethnic group, religious belief, sexual orientation;
- Information about your health, including any medical condition, health and sickness records;
- Information about criminal records;
- Information about being barred from working with children or vulnerable people
- Any information you provide to us during an interview.

How is your personal information collected?

We collect personal information about candidates from the following sources:

- You, the job applicant.

- Disclosure and Barring Service in respect of criminal convictions and information about being barred from working with children or vulnerable people (once a job offer has been made).
- From former employers (once a job offer has been made).

For what purposes do we use applicants' personal information?

We will use your personal information to:

- assess your skills, qualifications and suitability for the role
- carry out background checks
- communicate with you about the process
- keep records
- comply with legal or regulatory requirements
- To make salary payments and pay over PAYE and NI on your behalf

We need to process your personal data in order to decide whether to enter into a contract of employment with you. It is ultimately in our legitimate interests to process personal data during the recruitment process and for keeping records of this process. Actively managing this data allows the recruitment process to be efficient and adequately confirm your suitability for the job.

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully.

Information about your disability status may be used in order to consider where reasonable adjustments need to be made during the recruitment process.

Information about your age, gender, race or national or ethnic origin, religious beliefs and sexual orientation will be used to ensure meaningful equal opportunity monitoring and reporting.

Collecting applicant information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Who might we share your information with?

We may share applicant information with members of our staff and Governors who are involved in the recruitment process, consultants/experts assisting with the interview process, HR providers, payroll providers (EPM) and managers who hold vacancies.

Appropriate security measures have been put in place to prevent personal information being accidentally lost, used or accessed in an unauthorised way.

We will not share your data with third parties, unless your application for employment is successful and an offer has been made. They will only process personal information on our instructions and are subject to a duty of confidentiality.

Procedures are also in place deal with suspect data security breaches and you will be notified of a suspected breach where we have a legal obligation to do so.

What do we do with your information?

All personal information is held in a manner which is compliant with Data Protection legislation. Personal information is only processed for the purpose it was collected. Alcester Academy monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so.

How long do we keep your information for?

In retaining personal information, Alcester Academy complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which Alcester Academy are required to retain the information.

A copy of those schedules can be located using the following link:<http://irms.org.uk/page/SchoolToolkit>

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

What are your rights with respect of your personal information?

Under data protection law, applicants have the right to request access to information about them that we hold. To make a request for your personal information contact the School Data Protection Officer at Warwickshire Legal Services via email at schooldpo@warwickshire.gov.uk or alternatively;

School Data Protection Officer
Warwickshire Legal Services
Warwickshire County Council
Shire Hall
Market Square
Warwick
CV34 4RL

***Please ensure you specify which School your request relates to.*

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>