

Job Description



Name	
Post Held	Reprographics and Art Technician
Pay Range	HBHS Pay Scheme Band 4 pro rata
Role	To support the smooth and efficient running of the Visual Arts and Reprographics Departments, including advice and timely production of high-quality printed material. This role will have day-to-day responsibility for ensuring staff and students are provided with a quality graphics provision, maintaining stock levels, keeping financial journals and engaging with appointed contractors, staff and students.
General Duties	<ul style="list-style-type: none"> • Work as part of a lively, pro-active and high performing visual arts department, also working closely with the school administration, technical services teams and appointed contractors to develop, deliver and promote a quality graphic provision for all stakeholders. • Rapidly establish a good working relationship with teaching and support staff. • Prepare and proof resources and other materials, including design, formatting and laminating. • Support teachers with preparation of materials and resources for lessons. • Prioritise and manage multiple tasks to ensure all tasks are dealt with efficiently and effectively. • To enjoy working with young people and be keen to develop their skill set, supporting their exam work. • Take a proactive approach to advising students on quality reproduction of exam work and portfolios. • To be proficiently skilled in using Photoshop and Adobe Creative Suite. • To be able to support students in using digital graphics equipment (cameras, scanners, drawing pads). • Carry out stock checks, ordering of paper and other consumables to ensure an appropriate level of stock is held. • Operate high volume multifunction and wide format printers and copiers. • Produce bulk materials, such as brochures, tickets, letters, accurately and to deadlines. • Manage displays, along with Teaching and admin staff, to ensure they are relevant and up to date. • Act as first line technical support for reprographic machines, i.e. clearing paper jams, replacing toner and escalate serious faults to engineers as necessary • Keep records of departmental budgets.

	<ul style="list-style-type: none"> • Comply with and advise staff on appropriate copyright law with direct reference to the reproduction of protected media. • Follow safeguarding procedures as outlined by the DSL and listed within relevant policies. • To be able to be adaptable and work within a fast pace environment. • To help maintain good order of the working environment within the departments.
Reporting to	Head of Visual Arts & Technical Director

This job description issued on 1st January 2023 may be amended at any time by agreement, but in any case will be reviewed annually according to Performance Management objectives.

This is a job description only and is not necessarily a comprehensive definition of the post.

Signature :

Date :