



Aylesford School

Job Description

Name	
Position	Reprographics Assistant
Salary Scale	KSB- Pro Rata Salary £22,462
Responsible to	
Responsible for	
Date of Appointment	1st September 2025
Date	

About the School

Aylesford is a vibrant and inclusive non-selective secondary school in Kent, committed to providing a supportive and inspiring environment for both students and staff. We pride ourselves on fostering a strong sense of community and delivering a high-quality educational experience to all students.

Job Purpose

We are seeking a proactive, organised, and enthusiastic Reprographics Assistant to support the school's administrative and teaching staff by providing efficient reprographic and printing services. The successful candidate will play a key role in ensuring that all printed and digital materials are prepared to a high standard and delivered on time.

Key Responsibilities

- Operate and maintain photocopying, printing, scanning, and binding equipment.
- Produce high-quality materials including worksheets, booklets, newsletters, and exam papers.
- Manage print requests from staff, prioritising tasks and meeting deadlines.
- Ensure sufficient supplies of paper, toner, and other materials are maintained.
- Liaise with external suppliers for servicing and repairs.

- Maintain accurate records of reprographics usage and costs.
- Support the school's administrative team with general clerical tasks when required.
- Ensure compliance with copyright regulations and data protection policies.
- Maintain a clean and organised reprographics area.
- Provide support, training and guidance to staff using reprographics equipment.
- Making resources for displays and putting up creative, eye-catching and relevant displays

Person Specification

Essential:

- Previous experience in a similar role or working within an administrative or school environment
- Proficient in using reprographics equipment and related software (e.g. Microsoft Office)
- Strong organisational skills and the ability to prioritise work effectively
- Attention to detail and commitment to producing high-quality work
- Ability to work independently and as part of a team
- Good communication and interpersonal skills
- A flexible and positive attitude

Desirable:

- Knowledge of copyright and data protection laws
- Experience working in an educational setting
- Basic IT troubleshooting knowledge
- Creative and artistic

NOTE:

This Job Description may periodically be varied after consultation with the post holder.

Signed Headteacher

Date

Signed Staff Member

Date