JOB TITLE: Display Technician / Reprographic Assistant
GRADE: G5

RAISING STANDARDS: To improve the learning environment in classrooms, corridors and reception and to celebrate achievement and success by updating vibrant academic displays of students' work and achievements in a creative and professional way. To undertake reprographics work as requested by all staff in the Academy, prioritising as per deadlines to ensure an outstanding service to staff in the Academy.

GENERAL DUTIES:
- Preparing materials for displays
- Setting up displays around the academy site, including classrooms, corridors, public areas and reception with appropriately high profile work. At times working at height.
- Producing displays for events during the school calendar such as Open Evenings and Parents Evenings
- To make yourself aware of activities going on in the academy so that all work and success is represented
- Assembling and dismantling displays, storing display equipment/stands as required
- Design documents for electronic displays
- To ensure that all work to be displayed is proof read prior to being displayed
- To respond in a planned way to staff requests for displays in their classrooms

To Support Reprographics
Under the instruction/guidance of the Communications Officer provide Reprographic support.

- Proof reading
- Basic design work including certificates, signage, notices and posters using Microsoft Office
- Assisting staff on all aspects of photocopying and Copyright Laws
- Working out timescales and costs for requisitions.
- High volume precision guillotining and folding
- Ability to master the workings of Multi Functional Devices (MFD’s) and printers.
- Making sure MFD’s have suitable levels of stock, toners, papers, and staples
- Performing basic machine maintenance, correcting problems such as jammed papers, changing toners and staple cartridges
- Preparation and binding of exam papers, information booklets and other documents
- Scanning and emailing documents
- Laminating
- Binding: Staples, combs. wire, coil and thermal
- Photography of staff in order to produce ID badges
- Photography of student assemblies, award ceremonies and school events for use in displays and publications
- Controlling and stocktaking of stationery consumables ensuring stock of everyday items are readily available.
- Recharging departments for stationery supplied using Webcashier software
- To check stationery deliveries and queries discrepancies with suppliers
- Managing display consumables
SUPPORT FOR THE ACADEMY:

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the Academy.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.
- Take the initiative as appropriate to develop strategies, which improve standards.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Liaise with colleagues to share best practice and achieve consistency in Academy standards.
- To undertake such duties as may be required from time to time.

ACCOUNTABLE TO: Communications Manager