



**JOB DESCRIPTION**

<b>Post title</b>	Reprographics Technician/First Aider
<b>Responsible to</b>	The Director of IT Services
<b>Salary</b>	Single Status Grade 4 or 5
<b>Main Purpose of the Job</b>	To provide a reprographics service for all staff in the school and to lead on first aid provision
<b>Key Tasks: Reprographics</b>	<ul style="list-style-type: none"> <li>• To be responsible for organising the reprographics work for the whole school.</li> <li>• To prepare work for reproduction, ie word processing, DTP, pasting up, designing, colour work including certificates, letters to pupils, newsletters, school calendar, exam papers and timetables, work sheets and other similar items.</li> <li>• To word process and produce posters, programmes and tickets for specific events.</li> <li>• To keep the photocopying and print machines in good working order, ensuring they are serviced regularly.</li> <li>• Assist in maintaining the school's reprographics fleet of copiers by replenishing toners and staples, replacing waste toner bottles, clearing jams and logging maintenance calls for engineer visits with the supplier helpdesk.</li> <li>• To undertake all work in the most cost effective way.</li> <li>• To order appropriate supplies and keep reprographics departmental accounts.</li> <li>• To liaise with the IT Department regarding machines around the school, when necessary.</li> <li>• To inform teaching/support staff of the most appropriate and cost effective way of producing printed materials.</li> <li>• To maintain copyright records and advise on copyright issues in relation to copyright laws.</li> <li>• To oversee the quality of documentation being produced in school, ensuring it meets house style and standards.</li> <li>• To provide a binding and laminating service.</li> <li>• To file original materials when appropriate.</li> <li>• To provide on the job training for member of staff in the correct use of photocopies.</li> </ul>
<b>Key Tasks: Admin</b>	<ul style="list-style-type: none"> <li>• Replacement of locker keys.</li> <li>• Processing of invoices for jumpers, ties and summer polo shirts.</li> <li>• In liaison with the Finance Office, ordering of jumpers, ties and summer polo shirts.</li> <li>• To provide general clerical and administrative support.</li> <li>• To support reception with telephone calls and other admin duties, as required.</li> </ul>
<b>Key Tasks: First Aider</b>	<ul style="list-style-type: none"> <li>• Administer first aid to pupils and staff within the competencies of the First Aid Certification to be held by the post holder.</li> <li>• To administer the distribution of prescription drugs.</li> <li>• Attend emergency medical incidents wherever they occur in the school and undertake whatever action necessary to stabilise and assist the casualty, which may include calling the emergency services.</li> <li>• Travel in ambulance to hospital as required by the school.</li> <li>• Contact parents/carers following incidents where emergency services have been called to support an individual and follow up any hospital visits, ensuring parents and appropriate school staff are kept informed of the individual's progress.</li> <li>• To order medical equipment, ie plasters, bandages, first aid kits, tissues etc.</li> </ul>

	<ul style="list-style-type: none"><li>• Checking first aid kits annually to ensure they remain in date.</li><li>• To take part in the school's first aid duty rota, supporting other duty staff (including break and lunch times).</li><li>• Follow the school policy and procedures on the administration of medicines within school.</li><li>• In liaison with the Immunisation Team, setting up appointments for vaccination programmes – HPV, flu and booster vaccines.</li><li>• Liaison with the Health Service.</li></ul>
<b>Additional Responsibilities:</b>	<ul style="list-style-type: none"><li>• Fire Marshall duties in the case of fire and/or emergency evacuation where applicable.</li><li>• To comply with the school's Child Safeguarding Procedures including regular liaison with the school's Designated Safeguarding Lead over any safeguarding issues or concerns.</li></ul>

**This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**St Richard's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a Disclosure and Barring Service (DBS) enhanced clearance check.**