

JOB DESCRIPTION	
JOB TITLE	Reprographics Assistant
DEPARTMENT/SECTION	Reprographics
LINE MANAGER	Head of Reprographics and Network Manager
RESPONSIBLE FOR	Reprographics Department
SAFEGUARDING: <i>Forest School is committed to safeguarding and promoting the welfare of children.</i> The postholder will be required to; <ul style="list-style-type: none"> • Complete an Enhanced Disclosure and Barring Check (DBS). • Complete Child Protection Training. • Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact. 	
JOB SUMMARY: Assisting the Head of Reprographics with all duties required to provide reprographics facilities to the School community	
KEY DUTIES AND RESPONSIBILITIES: Photocopying for all Forest School staff. Assisting with Comb binding, stapling and laminating, completing regular stock checks, maintaining a record of equipment used by staff, responsible for housekeeping of the Reprographics workspace as per Health & Safety requirements. Liaise as necessary with approved engineers regarding maintenance of photocopiers and reprographic machinery.	
TERMS OF EMPLOYMENT: Permanent Part-time (Monday – Friday, 4 hours daily) Term time only	

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest School policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the relevant Line Manager.