



Prepare | Aspire | Succeed

Please return one signed copy to Judith Woods, HR Manager, and retain the other copy for your records.

Signed

Name
(in capitals)

Date

Post Title: Resources Technician

Grade: Bucks Pay Range 1 pro rata / Bucks Pay Range 2 pro rata (dependent upon experience)

Range 1 Point 5 - 10 pro rata (from £17,189 - £18,021 pa actual salary; from £23,104 - £24,223 pa full-time equivalent)

Range 2 Point 11 – 15 pro rata (from £18,509 - £20,058 pa actual salary; from £24,879 - £26,961 pa full-time equivalent)

Hours: 32.5 hours per week (8.00am to 3.00pm across 5 days including a 30-minute unpaid break), 39 weeks per year (38 weeks term-time plus five Inset training days)

Responsible to: School Business Manager / Site and Facilities Manager





Job Purpose:

To ensure that a full printing and copying service is provided for the school, with deliverables being produced to a high quality and in a timely manner.

Key Responsibilities:

- To be responsible for printing and photocopying for the whole school.
- To keep the photocopying and print machines in good working order.
- To act as the point of contact in the school for the supplier and maintenance of the multi functional device equipment.
- To order appropriate supplies of paper and toner for the multifunction devices.
- To liaise with the Assistant School Business Manager to ensure that budget holders are charged an appropriate amount in respect of their use of these machines.

The Cottesloe School

 Aylesbury Road, Wing, Leighton Buzzard,
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Headteacher Mr S Jones, MA

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- To be the point of contact for curriculum stationery and resources. Work with the finance department to order curriculum consumables and stationery as required.
- To provide a binding and laminating service.
- To be responsible for the day to day maintenance of the resources equipment for example laminators, shredders, guillotines.
- Be aware of and comply with policies relating to safeguarding, health and safety, copyright and data protection.
- To undertake all work in the most cost effective way.
- To assist staff with queries and photocopying.
- To act as a First Aider in school (training will be provided).

PERSON SPECIFICATION

This acts as selection criteria and gives an outline of the type of person and the characteristics required to carry out the post. Please make sure when completing your application form that you give specific examples to demonstrate how you match the requirements of the post.

1 = Application form 2 = Interview 3 = Test and/or Reference 4 = Proof of qualification

	Essential	Desirable	How Measured
QUALIFICATIONS/TRAINING:			
Good standard of education including English and Maths	✓		1, 4
High standard of written and spoken English	✓		1, 2
Evidence of continuing professional development		✓	1
First Aider training or willing to undergo training on appointment	✓		1, 4
SKILLS AND COMPETENCIES:			
Ability to communicate with a variety of people in a friendly and professional manner	✓		1, 2, 3
Computer literate	✓		1, 2, 3
Ability to carry out routine maintenance of equipment	✓		1, 2, 3
Ability to work calmly and professionally under pressure and to deadlines	✓		1, 2, 3
Attention to detail and high level of accuracy	✓		1, 2, 3
Ability to organise and prioritise work effectively	✓		1, 2, 3
Flexible approach to work requirements	✓		1, 2, 3
EXPERIENCE:			
Experience of working with audio visual and reprographics equipment	✓		1, 2, 3
Experience of working in a school environment		✓	1, 2, 3

The Governing Board of The Cottesloe School is committed to safeguarding and promoting the welfare of the students. All employees are expected to share this commitment, to follow the school's safeguarding policies and procedures and to behave appropriately towards children at all times whilst undertaking school activities and in their personal lives.

The school's policy is to renew DBS checks for all staff, volunteers and governors every five years. Staff have a duty to inform the Headteacher of any change in their DBS status and to make the Headteacher aware of any incidents that may impact on their ability to work with children and young people.

The postholder will ensure that school policies are reflected in all aspects of their work, in particular those relating to safeguarding children, equal opportunities, health and safety, data protection, code of conduct and professional behaviour.

The postholder will be required to undergo criminal, teacher status, qualification, medical and reference checks as part of the recruitment process and must be willing to participate in further training as the job requires. All staff are expected to take responsibility for safeguarding and promoting the welfare of students at the School.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable a suitably qualified applicant with a disability (as defined under the Act) to meet the requirements of the post.

This job description and person specification sets out the duties of the post at the time it was drawn up. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.