



Ballymena Academy

Reprographics Technician

Ballymena Academy, established in 1828, is a successful and forward-looking, co-educational, non-denominational Voluntary Grammar School with an enrolment of 1200 pupils, including more than 300 pupils in Sixth Form. The Board of Governors is the employing authority and the school is funded directly by the Department of Education. There are over 80 members of the teaching staff and additional appropriate support staff.

The school has earned its reputation for high standards of attainment by its pupils, with our young people achieving excellent examination results which are well in excess of N.I. Grammar School averages at GCSE and 'A' Level. The focus is to realise the Mission Statement: 'Ballymena Academy Cares for the Individual and Inspires Learning and Achievement'.

The Board of Governors seeks to appoint a Term-time, Permanent Reprographics Technician from May 2022, or as early as possible thereafter. Details of the post and an Application Form are available from the school website: <https://www.ballymenaacademy.org.uk/>

Information about the Appointment

The Reprographics Technician will provide technical support and assistance to teaching and non-teaching staff in the implementation of the school's educational programme.

This is a term-time, permanent appointment – 20 hours per week (4 hours per day), times to be negotiated. It may also be necessary to work for a few days during the holiday periods if specific tasks need to be completed.

Remuneration will be in the region of NJC pts 5 – 6; £19,650 – £20,043 per annum pro rata.

Job Description

The post includes the following responsibilities:

- Producing documents on a daily basis for all teaching and non-teaching staff, and pupils.
- Supporting staff with reprographics services such as scanning documents, laminating and document binding.
- Purchasing of consumables, including paper, for all copying devices and ensuring that these are delivered in the required time frame and that the best price is secured.
- Liaising with the Vice Principal (Corporate Services) regarding machine contracts that are up for renewal within Ballymena Academy and ensuring that the best possible prices and service agreements are obtained.
- Liaising with the ICT Technician regarding the PaperCut system within school.
- Ensuring that staff are kept up to date with technical issues which may affect delivery of reprographic services.
- Keeping up to date with all copyright laws on an annual basis.
- Assisting in the General Office with duties if this is required and if time permits.
- Ensuring in the run up to examination periods that staff are issued with deadlines for the completion of papers and that confidentiality of the materials is maintained.
- Photocopying of examination materials according to the timetable provided by the Examinations Officer.
- Designing and printing posters, tickets and programmes for school events.
- Producing school marketing documents as required.
- Maintaining copiers and liaising with suppliers to arrange support where necessary.

- Preparing accounts for all departments regarding their reprographics budgets and ensuring that all such information is submitted to the accounts department on a monthly basis.
- Other duties as may be assigned within the level of the post.

The Job Description may be subject to amendment or modification from time to time, following consultations with the holder of the post, to meet the changing needs of the school.

Criteria for the Appointment

The person appointed to this post must be able to demonstrate by means of his/her application and, if short-listed, the responses he/she makes to the questions asked at interview that he/she meets the following criteria.

(a) Essential Criteria:

- Minimum GCSE A*-C in Mathematics and English Language or level 2 equivalent.
- Strong IT skills with good knowledge of Microsoft Word and Excel.
- Good organisational and interpersonal skills.
- Ability to multi-task and manage your own priorities and workload.
- Ability to work under pressure to strict deadlines.
- Ability and willingness to work as part of a team.
- Good record of punctuality and attendance.
- Ability to work effectively with children and adults.
- Professional manner.

(b) Desirable Criteria:

- Previous experience of working with and maintaining reprographic equipment including printers, photocopiers and associated software.
- Previous experience of ordering and controlling printing paper stocks for a school.
- Knowledge of general administrative processes and records.
- Good communication and social skills.
- Flexibility, confidentiality and approachability.

All appointments to Ballymena Academy are subject to the provisions of the Protection of Children and Vulnerable Adults (NI) Order 2003, and the Rehabilitation of Offenders (Exceptions) Order (NI) 1979. Applicants must disclose any convictions, spent or unspent or any charges outstanding. A security check is carried out. This appointment procedure is in keeping with Department of Education regulations on Child Protection.

The appointment process is scheduled to take place on **Wednesday 27th April**. Applicants who are shortlisted will be informed by Wednesday 13th April.

Returning your Application Form and Monitoring Form

Completed Application and Monitoring Forms must be returned by the specified closing time and date using one of the following methods:

- post
- hand delivery
- e-mail

Completed Application Forms must be received by 12.00 noon on the closing date (Tuesday 12th April). Late, or faxed, Application Forms will not be accepted.

If posting or e-mailing an Application Form, it is the responsibility of the applicant to ensure that the application is received by the closing time/date.

Please ensure that when e-mailing the Application Form that the subject line is completed with the Job Title as indicated on the Application Form.

For posted applications, please ensure that the correct postage for the weight and size (including thickness) of the envelope is adhered to in order to ensure that the application is received by the closing time/date.

Address (Postal/hand delivery):

The Principal,
Ballymena Academy,
89 Galgorm Road,
Ballymena,
CO. ANTRIM.
BT42 1AJ

E-Mail address: mbrown783@c2kni.net