

Job Description

Post:	Print Services Assistant
Salary Grade:	Band 8
Responsible to:	Print Services Supervisor

Key Purpose

To provide an effective and efficient Print Services function across SCC Group
Ensuring high-quality output and timely delivery of printed material.
Support the organisation's sustainability goals by promoting responsible printing practices and reducing environmental impact.

Duties & Responsibilities

A	To set up and operate all equipment within Print Services.
B	To ensure that all work received is programmed efficiently and prioritised through the appropriate reprographics machines to achieve the best outcome for each order.
C	To ensure quality control of printed materials and troubleshoot print issues promptly.
D	To be responsible for the daily maintenance of the reprographic equipment and machinery which includes minor fault diagnosis.
E	To ensure all reprographics equipment and plant are maintained in sound working order through approved planned preventative maintenance and specialist servicing.
F	To order/re-order the required stationery stock levels for all reprographic work ensuring best value for money.
G	To undertake and assist with any training on the procedures within the reprographics department for new staff.



H	Carry out other routine day to day administrative tasks as directed by the Vice Principal Professional Services.
I	To undertake the recording of appropriate reprographic numerical data to be used by the finance department and Supervisor in preparation of the monthly departmental budget reports.
J	Monitor stationery/paper inventory and order supplies accordingly.
K	To input and collate the usage of paper and enter onto spreadsheets.
L	To cover in the absence of the Reprographics Supervisor to ensure the quality and efficiency of the service is maintained.
M	Provide outstanding levels of customer service in line with the 'Gold Standards'.
N	To assist/help print services in its sustainability initiatives.
O	To carry out any other duties commensurate to the post as required by your Line Manager / Senior Manager.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign the job description:

Date:

Name of the post holder:



Person Specification

	Essential			Desirable		
Qualification	1	Customer service qualification or equivalent experience	Application / Certificate	A	Experience of working in Print Services	Application / Certificate
	2	IT Level 2				
	3	Literacy Level 2				
	4	Numeracy Level 2				
Professional Development	5	Evidence of ongoing Professional Development	Application / Interview			
Experience	6	Experience of working in busy office	Application / Interview	B	Experience of dealing with people at different levels of the organisation	Application / Interview
	7	Experience of reprographics equipment				
	8	Knowledge of customer service principles				
	9	Experience in liaising with external suppliers and problem solving				
Knowledge	10	Good working knowledge of a busy office environment	Application / Interview	C	Awareness of the College’s vision, mission and values.	Application / Interview
	11	Knowledge of customer service principles				
Skills / Qualities	12	Good communication and organisational skills	Application / Interview			
	13	Ability to use own initiative, work to				

		deadlines and under pressure	Application / Interview	
	14	Ability to work as part of a team	Application / Interview	
	15	Flexible approach	Application / Interview	
	16	Ability to work with highly confidential information	Application / Interview	
Knowledge	17	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults	Application / Interview	
	18	Commitment to College policies i.e., Health & Safety, Equality, Diversity & Inclusion	Application / Interview	
	19	DBS Check acceptable to the college will be undertaken for successful applicant	Application / Appointment	

