



IPSWICH SCHOOL

PRINT ROOM MANAGER

Full-time (mainly term time only), permanent, required as soon as possible

THE SCHOOL

Ipswich School has been listed as one of the top 130 schools in the country and is certainly one of the foremost independent schools in East Anglia. We were established prior to 1399, and moved to our present site in 1852. We have consistently been voted Suffolk's top independent school (*The Sunday Times Parent Power*). We are fully co-educational, and have over 1100 pupils aged between 5 and 19 years, and a further 60 children in The Lodge Day Nursery.

As our most recent report by ISI Inspectors confirmed, *Ipswich School has a fine record of academic success, which is placed within the context of an extensive range of activities outside the classroom.* The School operates a five-day week, with representative sports on Saturdays for the Senior School. Games, CCF, Community Service and a variety of other activities take place throughout the week.



Find out more about us by visiting our website: www.ipswich.school

THE POST

As our Print Room Manager you will be responsible for managing the School's print room which contains a Ricoh 7200 and 5310, both run by a Fiery Command WorkStation, as well as overseeing the maintenance of the School's main fleet of Ricoh MFDs.

All our printing is done in-house, including academic literature, marketing materials and the School prospectus. There is also the potential opportunity to grow the service to include external printing jobs.

RELATIONSHIPS

You will work closely with teaching and support staff around the School to ensure our photocopying and printing requirements are met. There may also be occasions where you are required to manipulate designs to suit the printers and ensure the final product is at the standard required.

There will also be times when you will be liaising with representatives from the Old Ipswichian Club (our alumni organisation), the Friends of Ipswich School (our parent association) and our trading company (Ipswich School Enterprises Ltd) to ensure their requirements are met.

You will also be the main point of contact with our Ricoh account manager to ensure equipment is suitably maintained and supplies are always available.

REPORTING

You will report to the School's Director of IT.

MAIN DUTIES AND RESPONSIBILITIES

The main duties and responsibilities of this role will include:

- You will be involved in producing a variety of materials (with due regard to Copyright legislation) for teaching and support staff, ranging from straightforward A4 to folded, bound and guillotined booklets of varying size and complexity. Other material may range from letters to parents, to long runs for the Old Ipswichian Club with its mailing list in excess of 3000 names.
- You will need to pay due regard to the School Calendar and ensure that items required on a one-off or regular basis are scheduled. The list of requirements is long, but may include: pupil reports, programmes for the Carol Service, Commemoration Service and Speech Day and plays/concerts etc, teaching booklets for academic departments and materials for an extensive range of trips and co-curricular activities. Booklets are regularly required to welcome pupils joining the School at Year 7, Year 9 and Year 12. Tickets and cards are also required from time to time.
- You will ensure that a high quality service is provided having due regard to economy and cost effective solutions.
- You will photocopy the School's newsletters, *The Occasional* and *Prep News*, each week as directed.
- You will maintain reprographics equipment throughout the School and liaise with Ricoh regarding servicing and fixing of machines.
- You will ensure that the Reprographics room is maintained in a clean, tidy and orderly manner.
- You will be responsible for ensuring that copying requests are carried out in a timely fashion and in accordance with Copyright legislation.
- You must have the ability to prioritise due to the changing nature of your workload based on the academic calendar.

This list is not exhaustive and duties may be changed or added to as determined from time to time.

QUALIFICATIONS AND EXPERIENCE REQUIRED

No specific qualifications are required for this post, but you should be able to demonstrate a good level of literacy and numeracy.

The following skills, however, are considered to be essential:

- Confident user of ICT, mainly in a Windows environment, but any exposure to Google Workspace would also be beneficial
- Good level of knowledge of printing and printing methods
- Familiarity with a range of printers and copying devices
- Familiarity with a range of software packages e.g. Microsoft Office and Adobe Creative Cloud.

It would also be an advantage if you can demonstrate some or all of the following:

- Skills in graphic design
- Experience of print management software e.g. Papercut.

Training in the use of the relevant copiers and printers will be given, as well as training in the use of the School's database system.

Our Core Values

The whole of Ipswich School and The Lodge Day Nursery work under the same **core values** and we expect all of our members of staff to uphold these values as follows:

Care

For each individual. For the community. For each other.
For others.

Passion

For our subjects and activities. For the transforming power of education to realise potential.

Potential

Within each individual, our pupils, and our staff, to grow and excel in all that they do.

Communication

Clear, comprehensive, and timely.



PERSON SPECIFICATION

Having a flexible approach and having excellent attention to detail are essentials for this post, as is a positive attitude to being asked to undertake a variety of tasks. You must be able to demonstrate the following skills and behaviours:

- Resourceful, adaptable and self-directed with the ability to prioritise your workload and differentiate between tasks that are important and those which are urgent
- Able to work well with both teaching and support staff in a patient and helpful manner
- Willingness to take on other duties as requested.

WORKING HOURS, SALARY AND HOLIDAY ENTITLEMENT

- This is a permanent post, subject to the satisfactory completion of a 6-month probationary period.
- During Ipswich School term time (35 weeks per annum) the working hours will be Mondays to Fridays from 8.00 am to 5.00 pm, with a one hour break for lunch, which is 8 hours per day, 40 hours per week.
- During Ipswich School holiday periods, a further 90 hours will be worked each year over 12 days (7.5 hours per day), as follows:
 - 2 days before the start of the Lent (Spring) term
 - 2 days before the start of the Summer term
 - 8 days over the summer holidays

There is some flexibility with the days to be worked during holiday periods and much will depend on work volumes.

- Your starting salary will be up to £24,200 per annum, for the actual hours outlined above. This includes statutory holiday pay. Your starting salary will reflect your skills and experience and can be discussed further at interview with shortlisted candidates.
- Salaries are paid monthly in arrears by BACS on the last working day of each month and they are reviewed annually, with the first review for this post in September 2025.
- Free lunch is provided in the School Dining Hall during term time when the kitchen is in operation.
- Staff are able to use the School's swimming pool and fitness gym free of charge (in compliance with appropriate rules and regulations).
- After 3 months' service and/or in line with workplace pension legislation, you will be auto enrolled into a defined contribution pension scheme, and you will receive 3x death in service life cover.
- After 3+ years' service with the School you will be entitled to generous fee remission.
- The School runs an appraisal scheme for its support staff, to assist in the review and development of their role, and you will participate in this scheme.

CLOSING DATE AND INTERVIEW ARRANGEMENTS

Please advise us of any special requirements you may have if you are called for interview. If your special requirements mean that you need to submit this application in a different format please contact us.

Completed application forms should be returned **by noon on 1 August 2024** to: Alison Knights, Director of Human Resources, Ipswich School, 25 Henley Road, Ipswich, IP1 3SG. Please mark the envelope Private and Confidential or email: hr@ipswich.school.

Candidates shortlisted for interview will be advised as soon as possible after the closing date and **interviews are likely to be held in the week commencing 12 August 2024**. If we have not been in touch with you by 31 August, then we regret that your application will have been unsuccessful, but we would like to thank you for your interest.



PLEASE NOTE

- Ipswich School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. Having a criminal record will not necessarily be a bar to obtaining the position. The Ipswich School policy on the recruitment of ex offenders and the Code of Practice relating to the Disclosure and Barring Service are available on request.
- Ipswich School's employees are responsible for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with. The post holder must adhere to and ensure compliance with the School's Child Protection and Safeguarding Children Policy at all times. If, in the course of carrying out his/her duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he/she must report any concerns to the School's

Designated Safeguarding Lead (the Senior Deputy Head [Pastoral] for Senior School pupils, the Prep Deputy Head for Prep pupils and the Nursery Manager for The Lodge Day Nursery).

- Ipswich School's employees are expected to attend training in safeguarding children as directed.
- Applicants are advised that in the interests of the health and safety of all its pupils and employees, Ipswich School operates a No Smoking Policy and employees are expected to comply with the statutory restriction on smoking in public places.

July 2024