



Diocese of Westminster

Job Title	Print Room Assistant
Department / Parish / Agency	Print Room
Reporting to	Print and Data Services Manager
Cost Centre	120
Location / Address	Archbishop's House
Management of	n/a
Contract type	Full time- Permanent
Hours of work	35 hours per week (9:00 to 17:00 Monday to Friday)
Salary per annum	£25k per annum
Job reference number	302-120

Job Purpose:

To provide a holistic and reliable print room service thereby supporting the wider mission of the Diocese of Westminster.

Principle duties and responsibilities:

To be involved with large scale reprographics, as well as binding and finishing documents using appropriate equipment. To arrange for items of postal mail and packages to be sent via the most effective method.

Reprographics and finishing

- Completing printing requests from a variety of different stake holders.
- Strong attention to detail to ensure that mail is being produced to the highest quality.
- Operating finishing machine (booklet-maker/folder/guillotine etc.) to convert printed materials to finished goods.
- Processing, packing and distributing print orders as required.
- Ensuring data handling complies fully with the diocesan data protection policies in line with GDPR.

Post

- Use and support of the franking machine.
- Arranging for items of mail and packages to be sent via the most effective method (Royal mail/couriers).

Operational preparedness

- Maintaining the Print Room (equipment/machinery) to be in a state of operational preparedness.
- Ordering supplies as required in the Print Room (stationery / Royal Mail supplies / Mail Franking supplies / ancillary machinery supplies).
- Ensure that maintenance procedure and contracts are up-to date and adhered to.
- Negotiate purchase of equipment required in the Print Room.
- Regular monitoring and maintenance of MFD's across the complex, reporting faults and arranging repairs when needed, replenishing paper, toner, waste toner and other consumables.

Other duties

- Moving boxes and loading and unloading will be involved.
- Assist the Print and Data Services Manager as and when required.
- Report monthly costs (printing/posting) to the Finance department.
- Proactively research and contribute to the development of print solutions and machinery.
- Liaise with Toshiba/parishes and agencies in the Diocese on their requirements for the purchase of Copiers, fax machines etc.

Our Diocese Values

Catholic social teaching covers all spheres of life, whether this is economic, political, personal or spiritual. At the heart of Catholic social teaching are principles and the four ethical values of love, truthfulness, justice, and freedom.

As the administrative support function of the diocese, here to serve our parishes, agencies and schools it would be out of step if we did not hold similar values.

We believe that for us to succeed we aspire to be person centered and place human dignity at our centre. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance & Love.**

Competence

We strive to achieve total competence in all that we do – as an employer and as the administrative support function to our parishes, agencies and schools we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those that we serve.

Reliability

Because our parishes, agencies and schools rely upon us to support them in the work that they do, we aspire to deliver with consistency excellence in service. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

Honesty

We will act with integrity, truthfulness and straightforwardness at all times. We will challenge when appropriate and act with fairness and transparency at all times. If we make an error, we will own that mistake and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

Perseverance

We shall always demonstrate a steady persistence in every course of action – we will be tenacious disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenge. We shall be persistent in our pursuit of continuous improvement and excellence and will demonstrate determination, tenacity and integrity in everything that we do.

Love

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion – we will value each other and celebrate colleague's success; we will support, provide care and compassion for those who need it and be relied upon to be competent, reliable & honest.

Person specification:

This section outlines the things you will need to be able to demonstrate to be a successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

Skills/competence requirements	Essential/ Desirable
Capable of managing their own workload and used to working to deadlines.	E
A confident and dynamic attitude and a hands on approach	E
Be able to perform repetitive tasks and take pride in their work and understand the need for quality and attention to detail.	E
Have the ability to work under pressure, with a certain degree of flexibility based on the workflow demands.	E
Good IT skills, with a working knowledge of Microsoft packages and comfortable learning new systems if required.	E
Good communication skills, both verbal and written.	E
Good organizational skills with the ability to multi-task.	E
Experience	
Previous experience with knowledge of operating different printing equipment.	E
Previous experience working in a Print and Post room environment.	D
Qualifications	
A good level of general education	E

This job description is intended as a guide to the general scope of duties and is not intended to be definitive or restrictive. It is expected that some of the duties will change over time and this description will be subject to review in consultation with the postholder