



TONBRIDGE
SCHOOL

PRINT SERVICES SPECIALIST



THE DEPARTMENT

The Print & Design Department plays a vital role in supporting the communication, teaching, and operational needs of Tonbridge School, delivering a professional in-house print and design service to academic and support departments across the campus.

Reporting to the Creative Services Manager, the Print & Design team are responsible for providing a responsive, high-quality service, producing a wide range of printed and digital materials that support the day-to-day activities of the School. From curriculum resources and examination materials to marketing publications, event programmes, and signage, the team ensures that materials are produced accurately, efficiently, and to a consistently high standard.

Acting as a trusted resource for staff, the Print & Design team combines technical expertise with a customer-focused approach, offering advice on design, formatting, print production, and finishing options. The team manages a diverse workload, often working to tight deadlines while maintaining exceptional attention to detail.



JOB DESCRIPTION

Job Title Print Services Specialist

Reporting to Creative Services Manager

Main Purpose To provide a comprehensive, high-quality print service to the School, ensuring efficient production of materials to meet the needs of staff and pupils. The role combines technical expertise in high-volume print production with day-to-day responsibility for the managed print fleet across the School site, and administrative responsibilities for the running of the department, including stock management, procurement, invoice processing, and vendor management.

MAIN DUTIES

Print & Reprographics Services

- Deliver high-volume digital printing, photocopying and finishing, including laminating, binding, booklet making, collating, trimming, folding, creasing and perforating.
- Receive, interpret and process print requests from staff across the School, checking and preparing files before production and resolving specification issues with the requester.
- Prioritise and schedule the print workload to meet deadlines, balancing competing requests and managing expectations where demand exceeds capacity.
- Advise staff on print options, formats, stock, finishing choices and lead times, recommending the most efficient and cost-effective approach for each job.
- Maintain print quality throughout production, checking output against the brief, and manage the distribution of completed work to departments across the School.
- Manage stock of paper and print materials, ensuring the range held meets the School's needs and is available when required.
- Support the Graphic Design Specialist with large-format and specialist work, and provide backfill for basic design tasks as required to ensure continuity of service.

Print Equipment & Fleet Management

- Day-to-day responsibility for all print and finishing equipment across the School, covering both Print & Design production equipment and the managed print fleet.
- Ensure equipment is maintained, serviced, and fully operational by performing routine proactive maintenance, monitoring toner levels, and responding to helpdesk tickets to clear jams and replace finishing consumables.
- Monitor consumable levels and order replacements in advance of need to avoid equipment going out of service.
- Log and coordinate engineer callouts, track jobs to resolution, and hold suppliers to agreed response times.
- Manage the day-to-day relationship with the managed print provider, including service reviews and device performance.
- Monitor print volumes and device utilisation using departmental reporting, verify billed volumes against actual usage under the pay-per-print contract, and advise staff on efficient and sustainable use of print resources.
- Maintain accurate records of equipment, servicing, consumable use and contract coverage.

Administration & Procurement

- Oversee the day-to-day administration for the department, including procurement of consumables, stock management, and ordering of paper and supplies.
- Process invoices, maintain records, and liaise with the Director of IT & Digital on budget and cost allocations.
- Liaise with external vendors and suppliers for print-related services, repairs, or specialist jobs.
- Maintain departmental job logs and usage records, and contribute to workload reporting.

Collaboration & Support

- Work closely with the Graphic Design Specialist and other IT & Digital staff (where applicable) to ensure smooth departmental operations.
- Support School events with the timely provision of print services.
- Provide guidance to colleagues on best practices for print production and the efficient use of resources.

General

- Undertake any other reasonable tasks and responsibilities as requested by your Line Manager and the Director of IT & Digital (or their delegate) to support the smooth running of the Print & Design Department and wider IT & Digital services.

CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding Tonbridge School and The New Beacon, its staff and its business. Information must not be communicated to other persons in or outside our Schools except in the recognised course of their duties.

CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact, will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protection Policy. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in our Schools, he or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

PERSON SPECIFICATION

Essential Skills & Experience

- Significant experience in reprographics or high-volume print production.
- Strong organisational and administrative skills, including procurement and invoice management.
- Competency in operating and maintaining a wide range of print and finishing equipment.
- Excellent time management and ability to work to deadlines in a busy environment.
- Good IT skills, with the ability to log jobs, maintain records and manage stock systems.
- Strong communication skills; able to liaise effectively with staff and suppliers.

Desirable Skills & Experience

- Experience supervising or coordinating a small team or workflow.
- Knowledge of digital file preparation and basic design software (Adobe or equivalent).
- Experience working in an educational or service-driven environment.

Personal Attributes

- Reliable, proactive, and well-organised.
- Able to balance multiple tasks and priorities effectively.
- Flexible and adaptable to changing demands.
- A collaborative team player, committed to supporting departmental goals.

HOURS OF WORK

This is a full time, all year-round post of 37.5hrs per week. There is a requirement to work Monday to Friday, 8.30am to 5pm with a 1-hour unpaid lunch break.

Flexibility will be required to support School events and peak production times. Any additional working may be taken as TOIL by agreement with your Line Manager.

Annual Leave: There are some restrictions and recommendations on taking annual leave in order to meet the demands placed upon the Print & Design Department at certain times during the School year i.e. all annual leave should be taken during School holidays/exeats and you may be required to work for the

duration of the first week immediately following the end of term (the start of the Summer and Easter holiday period) and from the end of the Michaelmas term up to the last official work day before the Christmas break. You will also be encouraged to schedule your leave to enable you to return to work at least two days before the start of each new term. Any request to take annual leave during term-time will be considered at the discretion of your Line Manager.

REMUNERATION AND BENEFITS

Competitive annual salary dependent on qualifications, skills and experience.

- Pension scheme
- Generous annual leave plus statutory bank holidays
- CPD opportunities
- Opportunities for development and progression
- Lunch provided free of cost during term time
- Staff fee remission
- Staff car parking
- Subsidised Sports Centre membership (staff rates)
- Subsidised EMF Theatre tickets (selected performances)
- Membership of the School Library

PROFESSIONAL DEVELOPMENT

- We are committed to fostering an inclusive and diverse IT & Digital team, supporting professional development and growth for all employees.
- We provide ongoing training and mentorship, with opportunities to grow your technical and professional skills.

Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.

APPLICATION PROCESS

SUBMITTING AN APPLICATION

Full details and an application pack may be found at
<https://www.tonbridge-school.co.uk/jobs>

Apply via our online application form or, send your completed application form to:

hrdept@tonbridge-school.org

01732 365555

Applications forms should be completed in full attaching a current cv.

Closing Date: Friday 11 September 2026 at 10am.

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.

**TONBRIDGE
ONLY CONNECT**

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TONBRIDGE-SCHOOL.CO.UK

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The information contained in the brochure is accurate at the time of going to press