



DUTY STATEMENT

Print Support Officer

All Saints' College, in partnership with its families, community and the Anglican Church, empowers students to develop their potential, becoming confident, compassionate and committed to worthwhile service to the local and global communities.

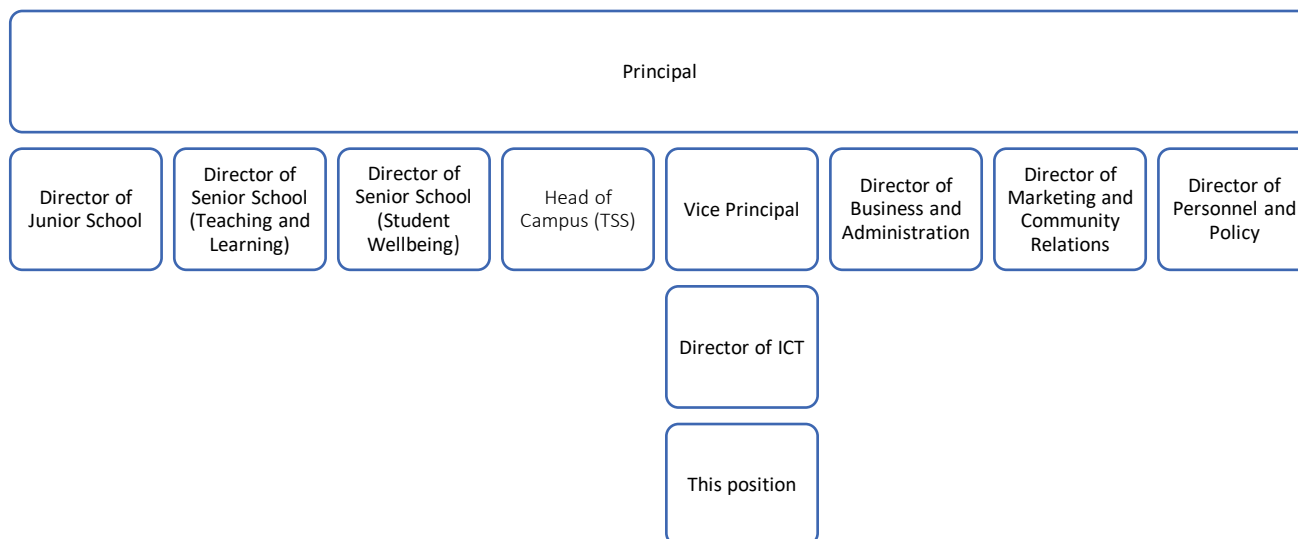
Position Purpose

What would I want, what would I do, if this were my child?

At All Saints' College, all staff recognise that relationships are at the centre of all we do. Recognising the value of each individual, our approach is human-centred, and we seek to provide a personalised education for each young person. Our focus is on the holistic development of every student, recognising there are as many measures of success as there are students at our College.

At All Saints' College, high-quality printed resources play an important role in supporting learning, communication and community engagement. As Print Support Officer, your work ensures teachers and operational staff have access to professionally produced materials that enhance the educational experience of our students and support the day-to-day operations of the College. You will work closely with staff across all areas of the College, managing a diverse range of print requests, prioritising competing deadlines and providing practical advice and support.

Organisation Structure



Key Responsibilities

As Print Support Officer, you will provide efficient and professional print production services to support teaching, learning and College operations. You will manage printing requests, maintain equipment and resources, and ensure high-quality materials are produced and delivered in a timely manner.

Primary duties

Administrative Duties

- a) Manage the Print Support function for College staff, including receiving print requests, assessing requirements, producing materials according to specifications and delivering completed jobs.
- b) Liaise with staff to clarify production requirements, recommend suitable printing options and ensure expectations are met.
- c) Prioritise and schedule print jobs to accommodate competing deadlines and urgent requests.
- d) Prepare, print, photocopy, scan and reproduce documents using College printing equipment.
- e) Perform finishing tasks including laminating, binding, folding, collating, stapling, cutting and packaging materials.
- f) Monitor the quality of completed work to ensure all materials meet College standards before distribution.
- g) Maintain accurate records of print requests, production schedules and resource usage.
- h) Assist with the production of learning resources, examinations, College publications, event materials and promotional collateral.
- i) Maintain confidentiality when handling sensitive College, student or staff documentation.
- j) Provide courteous and responsive customer service to staff across all areas of the College.

Resource and Equipment Management

- a) Monitor stock levels of paper, toner and other print consumables and arrange replenishment as required.
- b) Operate print room equipment safely and efficiently and report faults, servicing requirements or operational issues.
- c) Liaise with external suppliers and service providers regarding equipment maintenance and consumable orders.
- d) Manage technical support issues in consultation with the Technology Support Centre (TSC). Where the TSC is unavailable, or as directed, escalate matters to the appropriate service provider and keep the TSC informed.
- e) Maintain an organised, safe and efficient print room environment.
- f) Support the implementation of sustainable printing practices and minimise waste where practical.

Operational Support

- a) Collaborate with academic and professional staff to support key College events and initiatives requiring printed materials.
- b) Assist with bulk printing projects and peak-period workloads throughout the academic year.
- c) Contribute ideas and recommendations to improve print room efficiency, service delivery and user experience.
- d) Support the College's commitment to excellence by ensuring all printed materials reflect a professional standard consistent with the College brand and reputation.

Staff Expectations

- a) Serve as a good ambassador of the College. This includes conducting oneself in accordance with ASC's professional standards and being supportive of the Anglican ethos of our College.
- b) Take an active part in the general life of the College — supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation and promote a high quality of education within the College.
- c) Operate as a 'team player' always and fully support the Principal, Executive Team and activities of the College.
- d) Attend and contribute positively to staff meetings as required and, on occasions, extraordinary meetings.
- e) Ensure all students and parents are provided with quality service in a timely, efficient and friendly manner.
- f) Maintain professional confidentiality concerning information about staff and/or students.
- g) Strive to implement productivity, quality, and service improvements on a continual basis.
- h) Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.
- i) Comply with Occupational Safety and Health requirements in the workplace.
- j) Ensure that all documents are prepared and presented in a professional format in keeping with College practice and that high standards of written communication are maintained.
- k) On occasions, you may be directed to undertake other duties as required.

*The College recognises that Duty Statements are dynamic documents.
They are reviewed annually or as required.*

August 2026

ERIC: our College values of empathy, respect, integrity and courage

Selection Criteria

Essential

- Demonstrated experience in print production, document services and administration.
- Strong organisational skills with the ability to manage multiple tasks and competing priorities.
- High level of attention to detail and commitment to quality outcomes.
- Excellent customer service and interpersonal skills.
- Ability to work independently while contributing positively to a team environment.

Desirable

- Experience working in an educational environment.
- Familiarity with commercial or high-volume printing equipment.
- Experience using print management or job tracking systems.
- Knowledge of print finishing processes including binding and laminating.
- Commitment to continuous improvement and service excellence.