

Job Description for Pupil Services and Reprographics Administrator

Objectives of the role:

- To be a professional and friendly first point of contact for pupils, parents, staff and all other school contacts, presenting the highest standards of respect and confidentiality at all times.
- To support the school by running the pupil services area in an efficient and effective manner, according to trust and school policies and procedures.
- To have a clear understanding of medical requirements and deputise for the medical lead.
- To provide excellent customer service and administrative support to the school, Headteacher and Senior Leadership Team under the direction of the Medical Lead and/or Operations Lead or other designated person.
- To be responsible for all photocopying requirements of the whole school, including but not limited to laminating, booklet, poster and leaflet production etc.
- Control allocated budgets.
- To assist in the smooth and efficient running of the school by undertaking the duties required.

Principal responsibilities:

Pupil Services and Main Office

- Initiate, build and maintain good working relationships with staff, pupils, parents and other community users.
- Adopt a positive, calm and professional attitude at all times.
- Maintain confidentiality at all times.
- Maintain a welcoming, tidy and efficient pupil services area.
- Work effectively as part of the administration team, supporting colleagues and participating in relevant training and professional development.
- Prioritise and manage workload to meet required deadlines while focusing on the needs of the school as a whole.
- Provide pupil support with general queries including lost property, online accounts and balances, trips, timetables, confiscated items, etc.
- Designated first aider responsible for administering first aid and medication in line with school and KET policies and procedures.
- Deputise as First Aid Co-ordinator responsible for ensuring HSE and DFE compliance; monitoring and arranging first aid training keeping accurate records on SIMS and Medical Tracker in Medical Lead absence.
- Maintain medical reporting systems and update accident/illness records as required.
- Assist with the management and maintenance of school medical/first aid supplies.
- Assist with and implement Emergency planning, Health Care Plans and PEEPS.
- Liaise with outside agencies, including the NHS, to arrange logistics for immunisations and any other requirements.

- General administrative support such as inputting and collating information, trip and event administration using the school software and communication systems such as Microsoft Word, Excel, Website, Social Media, Tucasi/SCOPAY and SIMS.
- Support and attend meetings and whole school events such as Open Evenings.
- Cover for absent colleagues.
- Undertake any tasks as reasonably directed by the Head Teacher or designated person.

Reprographics

- To assist with design and production of documents.
- To provide high quality reprographics support, including design, printing, copying, laminating, binding etc. in a timely, efficient, cost effective and accurate manner within agreed service standards/deadlines.
- Maintain stocks of paper, printer supplies and allied materials by placing orders as required.
- Be aware of safety requirements and ensure the reprographics areas are maintained in a clean, tidy and safe condition.

Person Specification

- First Aid training is essential, and applicants must either already hold a valid First Aid qualification or be willing to undertake training. The role also requires completing any additional specialist training needed to support pupils with specific medical conditions.
- Ability to work under pressure; the successful candidate must be able to remain calm and effective under pressure, using sound judgement to prioritise urgent or emergency needs above routine tasks. Strong organisational skills and the ability to respond quickly and appropriately in fast-paced situations are essential.
- Excellent standards of general education including Maths, Literacy and ICT skills.
- Highly proficient in IT packages such as Outlook, Word, Excel, Adobe, Publisher, Powerpoint etc.
- General reprographic and administrative experience
- Highly organized with good communication skills, planning and prioritisation skills, working well under pressure
- Experience of working with children/young people in a learning/education or similar environment
- Ability to form good relationships with pupils, parents, carers and colleagues

All Trust employees are also expected to:

- Be aware and comply with all school policies and procedures, particularly those relating to Safeguarding, confidentiality and data protection.
- Work effectively as part of the whole school team, support other colleagues in their roles and participate in relevant training and professional development.
- Ensure health and safety and good behaviour of pupils at all times.

- Ensure that safety guidelines are followed and report any defects or damaged equipment and environment.
- Contribute to the overall ethos and aims of the school.

Conditions of Service:

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Any convictions/cautions acquired during employment with Kingsbridge Educational Trust or one of its schools must be reported to the Headteacher of your current school.

Kingsbridge Educational Trust are committed to safeguarding and promoting the welfare of children and young people. All employees and volunteers are expected to share this commitment, to follow the Trust/School's safeguarding policies and procedures and to behave appropriately towards children and young people at all times.

All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Disclosure and Barring Services (DBS) check.