



St Gabriel
the Archangel
Catholic Multi-Academy Trust

Reprographics/Admin Assistant

Job Description

Forming Christ-centred pilgrims of hope, with kind hearts, questioning minds, a thirst for knowledge and a hunger for justice.

Purpose of the Role

To provide efficient reprographics/administration support and service to the Academy (in particular for Curriculum Leaders, staff and pupils) by photocopying, producing, reproducing and duplicating paper and card resources.

This job description may be amended at any time, following consultation between the Principal and the post holder and may be reviewed annually.

Key Duties and Responsibilities

To photocopy (including enlargement and reduction), including but not limited to small quantities or bulk, worksheets, examination papers and booklets, letters to pupils and students, standard educational forms, Mass booklets, tickets, programmes, commendations and certificates.

To assist with the design and production of documents using Microsoft Windows packages in a timely, efficient, cost-effective and accurate manner within the agreed service standards/deadlines.

To maintain stocks of paper, seek the best value for money options.

Reprographics Duties

- To assist with the photocopying, design and production of documents, taking into account copyright laws.
- To use and manage the colour/black and white photocopying machines, undertake regular basic checks/maintenance, arrange and liaise with engineers/ITS Manager/Director as required.
- To be responsible for placing orders for paper and stationery supplies, seeking the best value for money, and helping ensure the Resources budget is managed throughout the financial year.
- To laminate and book-bind where appropriate.

Other Duties

- Provide administration support to the Business Support Team.
- Invigilate examinations as requested by the Examinations Officer and keep up-to-date with training.
- Carry out any other duties commensurate to the grade of the post.

General Duties

In addition to the ability to perform the duties of the post, issues relating to Safeguarding and promoting the welfare of children will need to be demonstrated. These will include:

- Motivation to work with children and young people.
- Adopt and promote the "Don't Walk On By" policy and comply with all
- safeguarding requirements
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours.
- Attitudes to the use of authority and maintaining discipline.

Safeguarding Commitment

St Gabriel the Archangel Catholic Multi-Academy Trust is fully committed to safeguarding and promoting the welfare of children and young people. The Trust expects all staff and volunteers to share this commitment and comply with safer recruitment procedures, including an enhanced DBS check and Children's Barring List check.

Benefits

- Opportunities for professional development and CPD tailored to digital leadership
- Participation in Trust-wide initiatives and senior leadership forums
- Supportive and collaborative working environment

Person Specification

Key Area	Essential	Desirable
Qualifications	Qualifications/Training <ul style="list-style-type: none"> • Training in Office administration • GCSE English • First Aid 	<ul style="list-style-type: none"> • ICT qualification
Experience and Skills	<ul style="list-style-type: none"> • Experience • Experience of Microsoft packages. • Ordering paper supplies and reprographics equipment. • Providing a reprographics and audio visual service to staff, pupils/students. • Good communication skills • Computer literate (including Microsoft Windows packages) • Excellent Administration Skills • Graphic skills to design posters and booklets • Excellent Reprographic skills • Ability to work constructively as part of a team. • Good organising and prioritising skills. • Methodical with a good attention to detail. 	<ul style="list-style-type: none"> • Working within a secondary school setting • Working with packages for design work • Use of spreadsheets • Ability to relate to young people • Customer care skills • Resource management skills
Other attributes	<ul style="list-style-type: none"> • Identifies and promotes best practice and encourage the sharing of ideas. • Proactively seek opportunities to increase job knowledge and understanding. • Liaising with suppliers for photocopiers and other reprographics resources to ensure best value. • Requires minimum supervision. • Takes quick and effective action. 	

	<ul style="list-style-type: none"> • Demonstrates focused implementation of role and responsibilities. • Is accountable for own development and encourages the ownership of development needs amongst team members 	
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Competencies Essential to Basic Performance of the Role

<p>Commitment & Motivation</p>
<ul style="list-style-type: none"> • Displays energy and enthusiasm for work and is motivated to achieve, demonstrates flexibility • Identifies own development needs and seeks learning opportunities understanding learning priorities that link with Academy's aims and objectives • Engages in every learning opportunity and reflects on and develops own practice • Liaises effectively with people demonstrating a willingness to share knowledge, learning and experience with others • Uses initiative within clearly defined guidelines and displays sound judgement, based on factual information when making decisions • Monitors own performance against high standards • Actively seeks feedback, to inform self-development plans
<p>Problem Solving & Decision Making</p>
<ul style="list-style-type: none"> • Shows openness to new ideas and makes timely, confident decisions on a day to day basis • Takes ownership and makes decisions that are achievable based on the appropriate information • Uses initiative to make decisions without formal guidelines • Gathers all relevant information to make informed decisions • Analyses statistical information based on issues / trends to support decision making • Takes ownership of problems and trials new approaches to reach a successful resolution
<p>Planning & Organisation</p>
<ul style="list-style-type: none"> • Plans, prioritises, implements, managing own workload with guidance using available resources • Identifies achievement and supports next steps planning • Identifies barriers to learning and provides appropriate solutions • Contributes to development plans and considers resource allocation • Implements plans under minimal supervision, recommending revisions as required to achieve desired outcomes and objectives • Provides written feedback and evaluation of progress against objectives

<ul style="list-style-type: none"> • Selects and prepares appropriate activities and resources
<p>Implementing Change</p> <ul style="list-style-type: none"> • Contributes constructively to support change in own area of work with a view to improving performance • Uses initiative and knowledge to implement given tasks or plans. • Identifies and makes recommendations for improving performance in their own area of work • Approaches change in a positive, flexible and enthusiastic manner
<p>Managing Objectives</p> <ul style="list-style-type: none"> • Has a good understanding of own role and carries out task effectively, within deadline, fulfilling short term goals of the team • Provides agreed feedback of effectiveness and progress • Recognises the values, learning styles, management styles and ethos of the Academy
<p>Raising Standards</p> <ul style="list-style-type: none"> • Recognise when results are not being achieved to the required level and take appropriate action • Consider, in conjunction with wider team alternative ways of working • Undertakes systematic observations to gather evidence or progress to support development and ongoing improvement of delivery • Gathers and analyses data to inform planning • Takes ownership of problems in their own area of responsibility • Set and support achievement of challenging & measurable targets and monitors quality • Check own and team performance against outcomes, make improvement suggestions or take corrective action
<p>Customer Focus</p> <ul style="list-style-type: none"> • Demonstrates willingness to help and support pupils and stakeholders • Demonstrates and promotes the positive values, attitudes and behaviours expected to promote positive relationships • Contributes to the safeguarding and welfare of pupils • Adopts a pleasant, helpful and professional manner • Delivers results in a timely manner • Understand the reasons for Health & Safety within own area and works in a manner which does not compromise their own H&S or that of anyone affected by their work
<p>Communication</p> <ul style="list-style-type: none"> • Communication of straightforward information within familiar situations, with sensitivity and confidentiality • Communicates effectively either verbally or in writing. • Selects most appropriate method to meet the needs audience including those with complex communication and interaction needs • Shares information with relevant parties in a timely manner • Responds effectively to queries and provides accurate information, knowing when to refer • Completion of standard proformas
<p>Impact & Influence</p> <ul style="list-style-type: none"> • Understands the impact of own behaviour on others.

- Interacts positively within a team and will challenge inappropriate behaviour where appropriate.
- Develops personal networks and builds positive relationships.
- Discusses own needs and listens sensitively to the needs of others
- Shares appropriate information and knowledge with other in an open and honest manner
- Maintains confidentiality within appropriate boundaries.

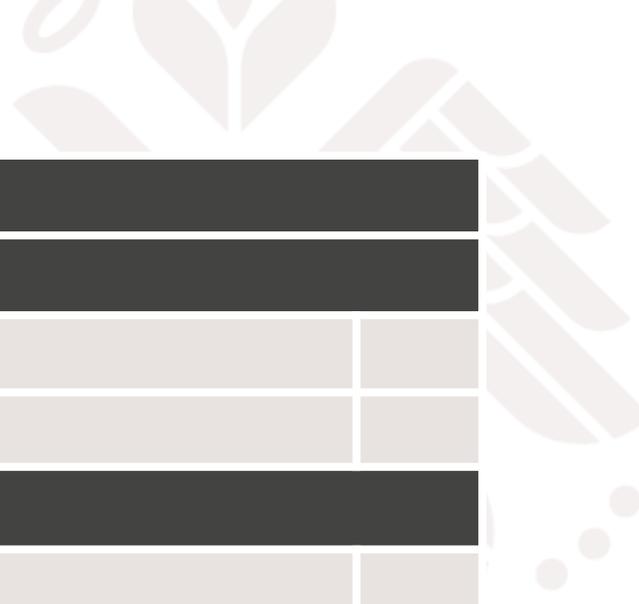
Team Working

- Follows agreed instructions and takes personal responsibility and ownership for own actions, performance and delivery
- Shows willingness and ability to work cooperatively with a range of stakeholders
- Contributes to dialogue regarding aims and objectives
- Provides effective support to colleagues, responds well to guidance

Qualifications & Skills

- Follows specific instructions to perform related procedural tasks.
- Basic literacy skills for the completion of documents using standard templates
- Operation of associated tools and equipment
- Basic NVQ or equivalent

Signed	
Date	



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