

ADMINISTRATIVE SUPPORT & REPROGRAPHICS TECHNICIAN

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB DESCRIPTION

JOB TITLE: **Administrative Support & Reprographics Technician**

ACCOUNTABLE TO: PA to the Principal

SALARY: Grade 2, point 3-5

JOB PURPOSE:

- To provide administrative support as a part of the wider team in directed areas across the academy
- To provide comprehensive administrative and reprographics support to facilitate the smooth running of the academy

JOB SPECIFICATION

OPERATIONAL:

- On a daily basis you will be providing a range of administration support as part of the team
- Administration will include a wide range of both paper based and IT based roles
- To provide the academy reprographics including the following:
- To undertake the reprographic production of documents and resources, e.g. photocopying, collation, binding, laminating, etc., at the request of staff and charged accordingly.
- To be aware of and comply with current copyright legislation relating to the reproduction of resources.
- To produce high quality whole academy documentation, correspondence, letters, etc. using a variety of technologies (i.e. Word, Excel, PowerPoint, Publisher, etc), in a timely fashion at the request of staff.
- To liaise with staff to determine appropriate formats and presentation styles to meet user requirements and expectations.

- To provide general administrative support to departments.
- To be responsible for ensuring that stock levels (eg: paper, reprographics equipment) are maintained
- To contact academy IT support in the event of a breakdown of machinery, to ensure that correct maintenance has taken place.
- To maintain staff resources
- To assist with display boards in classroom and the reproduction of materials to ensure they are maintained to a high standard
- Check and replace signage
- Check, fill and clean the printers ensuring they are functioning
- Contact for confidential waste, supervise to empty the bins
- Print and distribute the Venture Vitals to PL groups each half term along with the CASH and RE Booklets
- To be aware of Safeguarding and Promoting the Welfare of Children procedures as well as the Academy's Attendance and Admissions policies
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate.
- Carry out his/her responsibilities with due regard to Academy's policy, organisation and arrangements for Health and Safety at Work.
- Promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

PERFORMANCE MANAGEMENT:

- Participating in the Academy's arrangements for performance management, professional development and the Academy's arrangements for quality assurance and internal verification.

GENERAL RESPONSIBILITIES:

- To undertake such other duties appropriate to the grade of the post as the Principal may from time to time reasonably determine.

CONTEXT:

- All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the Academy and Academy priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

***The applicant will be required to safeguard and promote
the welfare of children and young people.***

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Leadership.

Signed

Date.....

PERSON SPECIFICATION

Note: Candidates failing to meet any of the essential criteria will automatically be excluded

[A] Qualifications, Experience and Professional Development

	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
Experience ▪ Previous experience in a similar role, ideally with school-based experience ▪ Excellent organisational skills ▪ Experience of delivering to tight deadlines under pressure and in a busy environment ▪ High level of accuracy and good attention to detail ▪ Excellent IT skills with proven proficiency in the use of MS Word, Excel, PowerPoint and database systems ▪ Excellent written skills	D E E E E E E	
Qualifications ▪ Level 3 qualifications (or equivalent) ▪ Evidence of continuing professional development	D E	
Knowledge and Skills ▪ Excellent communicator ▪ Team player with the ability to establish and maintain effective working relationships ▪ Ability to use own initiative ▪ Flexible in outlook and amenable to change ▪ Patient and professional ▪ Excellent time management skills with the ability to multi-task ▪ Ability to work as part of a team to reach agreed targets ▪ The ability to use word processing packages and the internet. ▪ Experience of working with children	E E E E E E E E D	

▪ Knowledge and understanding in using data. ▪ Knowledge and understanding of safeguarding and child protection issues	D E E	
Special Requirements ▪ A willingness to work collaboratively with staff and to support them sensitively and effectively. ▪ A commitment to delivering high standards and resolving any issues effectively	E E	

[B] Application Form and Supporting Statement

The form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post. No more than three A4 pages and a maximum of 2000 words. C.V's will not be considered.

[C] Confidential References and Reports

Strong recommendation from all referees, including current employer	E
Satisfactory health and attendance record	E

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