



JOB PROFILE

TITLE: General Assistant – Resources

SCHOOL: Chiltern Academy

RESPONSIBLE TO: Communications & Resources Manager

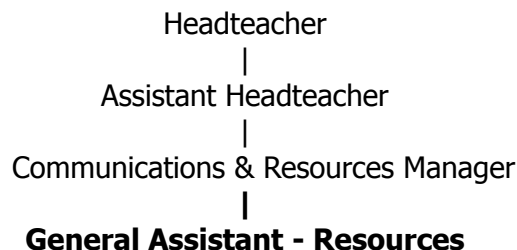
GRADE: L2

PRO RATA BASIS: 37 hours per week, 39 weeks per annum

PURPOSE OF POST:

To assist within the resources area of the school providing support in the provision of photocopying, printing and laminating. Also to provide support to the Display & Communications Manager as and when required.

ORGANISATION CHART:



Purpose of the Role:

- To manage reprographic equipment to ensure the provision of services within the resources area of the school.
- To support the Communications & Resources Manager with requests that support the school's needs.

PRINCIPAL RESPONSIBILITIES:

1. Ensure the timely provision of the following resources to all members of staff:
 - photocopying (colour and black and white),
 - printing,
 - use of the guillotine,
 - laminating
 - any other reasonable service requested of the Resource Department
2. Offer advice and support on any printing or photocopying matters and assist others in the operation of all machinery used within the Resources Area.

3. Use of PaperCut and maintain & produce regular reports on both staff and student use
4. Ensure that curriculum departments are billed monthly for their usage of resource materials.
5. Help in the checking of goods delivered against orders and carry out inventory checks on a regular basis.
6. To maintain stationery levels placing any order requirements received from staff through the Office Manager
7. To facilitate and replenish printers around the school
8. Undertake general office filing
9. To undertake other duties or responsibilities reasonably required by the Communications & Resources Manager.

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post holder will be expected to work flexibly and carry out all duties in compliance with school policies.

Applicants for this public-facing post will need to demonstrate the ability to converse, and provide effective help or advice, fluently in spoken English

DIMENSIONS:

Supervisory Management: N/A

Financial Resources: N/A

Physical Resources: Printing resources: equipment and materials **Other:**

Physical Effort: The job is likely to involve some lifting of stationery stocks and equipment on a regular basis. Training will be provided.

Working Environment: Office environment.

Context:

All support staff are part of a whole Trust/school team. They are required to support the values and ethos of the Trust and Trust priorities as defined in the Trust/school Improvement Plan. This will mean focussing on the needs of colleagues, parents and students and being flexible in a busy pressurised environment. It is the individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.

DBS

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended).

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the School / Authority.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.'

'CVs will not be accepted for any posts based in schools.'

Person Specification: General Assistant - Resources

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

___ Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the essential and desirable criteria.			
Attributes	Essential		How Measured
	How	Desirable	
Experience	Some experience in a general office environment, including the use of photocopiers.	1,2 Experience of working in a school environment SIMS	1,2 1,2
Skills / Abilities	Some experience of using word-processing, spreadsheets, databases and IT packages.		
	Able to deal helpfully, politely and tactfully with colleagues, parents, pupils and senior management.	1,2	
	Able to work as a member of a team, but also on own initiative.	1,2	
	Able to follow and work within procedures and guidelines.	1,2	
	Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English	1,2	
Equality Issues	Able to recognise some forms of discrimination, which commonly exist.	1,2	

Specialist Knowledge		
Education and Training	Willingness to undertake further training as deemed necessary to the role. 1,2 First aid certificate, or willingness to train.	1,2,4

Other Requirements	Willing to adjust at short notice the tasks and activities undertaken to meet the changing demands and priorities during work periods.	
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(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that the Trusts policies are reflected in all aspects of his/her work, in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.

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