

Job Description for the Post of:

Reprographics & General Administrator

Introduction

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what staff are expected to do and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of a school environment means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

Responsible To

To be responsible to the Head through the School Business Manager.

Main Purpose of Job

To provide an efficient and effective reprographic service to the school and to provide support with administrative tasks and reception duties.

Main Tasks

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. To maintain the confidential nature of information relating to the school, colleagues, students, parents and carers and to ensure data protection regulations are complied with and maintained, storing necessary correspondence as required.
3. To produce resources needed for teaching and learning using printers, photocopiers, collators and other finishing equipment, ensuring this is completed to a high standard and within agreed deadlines.
4. To support the overall administrative function of the school, eg printing and photocopying documents and other materials, drafting, producing & printing booklets, printing & enveloping Year group reports, undertaking mail merge tasks, covering reception as required, etc.
5. To ensure the maintenance of photocopiers, printers and finishing equipment, checking that photocopiers around school are in full working order and fully stocked.
6. To advise staff on presentation and costings of work.
7. To order and maintain a stock of consumables as appropriate, undertaking regular stock control of supplies.
8. To collate a record of charges to departments for reprographics services.

9. To contact external technicians in the event of a breakdown of machinery and to ensure that correct maintenance has taken place.
10. To keep abreast of new/improved technology/methods of working and liaise with the Business Manager in assessing and implementing any required changes to existing methods or services.
11. To communicate effectively, verbally and in writing, with staff throughout the school, parents, visitors, students, suppliers and third parties, using tact and discretion where necessary.
12. To support a service-oriented 'can-do' approach and a culture of support within the administrative team.
13. To undertake training and share knowledge where necessary.
14. To undertake other duties as required & in line with the grade and responsibilities of the post.

2025-2026