

Reprographics and Reception Officer Job Description

Key Responsibilities

Reprographics

- Provide a comprehensive reprographics service, including bulk photocopying, printing and finishing (collating, binding, stapling and laminating)
 - Complete reprographics work as requested by teaching staff and the School Administrator, including producing booklets and laminated materials
 - Support the preparation and printing of examination materials in line with strict deadlines and confidentiality requirements. This also includes scanning of course work to be sent to the exam board.
 - Prioritise urgent and time-sensitive work, particularly during assessment and examination periods
 - Support departments with specialist printing needs (e.g. revision packs, display materials)
 - Back display boards and mount work as required by school staff
 - Undertake basic design work as requested by the school or Trust
 - Organise and manage any external photocopying customers where applicable
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Equipment & Machine Management

- Oversee the day-to-day operation of reprographics and printing equipment
 - Carry out routine maintenance and basic troubleshooting to ensure equipment operates efficiently
 - Liaise with suppliers to ensure breakdowns are repaired within appropriate timescales to minimise disruption
 - Support staff in the effective use of reprographics equipment
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Stock & Supplies Management

- Monitor and maintain stock levels of paper, toner, staples and other consumables for all reprographic machines within the school
 - Ensure supplies are ordered in a timely manner and in line with school procedures
 - Maintain cost-effective procurement and prevent disruption to school operations
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Administrative & Reception Support

- Provide administrative support to the School Administrator and wider school team
 - Undertake reception duties when required, including:
 - Greeting visitors
 - Answering telephone and email enquiries
 - Distribution of deliveries and managing orders made through the school app
 - Monitoring and actioning the school's main enquiry inbox on a day to day basis
 - Assist with routine administrative tasks such as filing, data entry and distribution of information
 - Work collaboratively with the administration team to provide cover during absences or busy periods
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Compliance, Confidentiality & Safeguarding

- Ensure compliance with the Data Protection Act and UK GDPR, maintaining confidentiality of all records and information
 - Handle sensitive and confidential materials with discretion at all times, particularly examination materials
 - Maintain a safe, tidy and well-organised working environment
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General Duties

- Work collaboratively with staff across the school to meet deadlines and expectations
 - Demonstrate flexibility, particularly during busy periods such as examinations
 - Undertake any other duties commensurate with the role as directed by the line manager
 - Demonstrate flexibility in working hours, including occasional work outside of normal school hours and some out-of-term working to ensure reprographics requirements are completed in preparation for the start of term
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Health and Safety:

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety, and Welfare.

Continuing Professional Development

- Participation in the Trust's staff appraisal programme.
- Reflect on own practice and undertake any professional development as discussed within the appraisal meetings.
- Complete all necessary training as required of the role, particularly annual updates such as safeguarding and fire safety.

Relationships

To be responsible to:

- The Headteacher, with Line Management through the School Administrator.

To co-operate with:

- The Governing Body, making such reports as required
- All colleagues, both teaching and support staff
- LA, advisers and the school SIP Inspection teams
- Unions and other organisations representing teachers and other persons on the staff
- Feeder and receiving schools to ensure continuity and progression in the education of each pupil
- Persons and bodies outside the school to ensure that the school works in harmony with the community

The job description may be subject to amendment or modification, should circumstances change, but any changes will be discussed with you in the first instance.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases. To provide flexibility and to meet the priorities of the Trust during times of peak work flow you will be asked to support other members of the Trust team undertaking duties that may be below your current grading.

The Administrative Assistant should show a commitment to the aims, policies, and ethos of the Trust and strive to maintain these through personal conduct and effective relationships with colleagues and pupils.

The job description does not form part of the contract of employment.

