

Job Description - Admin & Reprographics Officer

Report to:	Teaching & Learning Leader for Subject / Manager
Responsible to:	The Headteacher and Governing Body
Responsible for:	Curriculum Resources Assistant(s) on the respective site

Purpose of the Post

- To support the Admin Manager / Headteacher's PA in the smooth operation of the admin office and the reception.
- Responsible for the front office on one site in the absence of the Admin Manager.
- To ensure the efficient administrative support to all faculties by overseeing the
- Curriculum Resources Assistants (CRAs) on the respective site and directing their daily task(s).
- To coordinate all major reprographics work related to the efficient administration of school.
- To have responsibility for all aspects related to the photocopying machines and associated record keeping.
- Support the school office team on a regular basis to share administrative tasks.

Duties and Responsibilities

- Undertake all necessary reprographics jobs as required by the school.
- Ensure the efficient and effective use of all reprographics equipment across the school.
- Manage the maintenance and distribution of other reprographic equipment held on a centralised basis for overall school use.
- Set up and operate an effective means of managing requests for reprographics, acetates and equipment.
- Oversee the reprographics facilities across the school.
- Ensure that the maintenance of all photocopiers is carried out in accordance with the contract.
- Undertake all relevant training and to train others in the use of reprographics equipment.
- Maintain accurate records of stock and usage of equipment e.g. amount of copies being done, checking invoices, etc.
- Using print management software and/or Excel to prepare necessary reports to monitor copier usage and expenditure.

- Ensure that the general stock of paper and any other consumables for all photocopiers is regularly checked and replenished.
- Check and replenish stock of various forms used by staff located in all relevant rooms.
- Ensure up to date information is published regarding hazardous products i.e. disposing of ink cartridges and toners.
- To assist in the processing, issue and record keeping of ID cards, gate fobs etc.
- To assist in the invigilation of examinations as and when required.
- To ensure the efficient operation of the MYE and EYE KS3 exams as directed by the Exams Officer / SLT in charge.
- To ensure the efficient administrative support to all faculties by overseeing the CRAs on the respective site.
- Support the smooth running of the library in the absence of any colleagues and at other times as required (e.g. lunch breaks).
- Undertake necessary first aid training and administering medication training to support students with medical needs.
- Assisting with fire drill/alarm procedures.

General duties

- To take part in the school performance review process.
- To support the Governing Body in its whole-hearted adoption of the School's policies, and aims.
- To be a fully trained First Aider or be willing to be trained as an emergency First Aider and to undertake medical needs training and administering of medication.
- To supervise areas where students congregate during break time and lunchtime, maintaining Health & Safety practices.

Whilst every effort has been made to explain the main duties and responsibilities of the post, individual tasks may not have been identified. The post holder will be expected to undertake tasks which are commensurate with the position at the discretion of the Headteacher.

The Job Description may be varied to meet the changing demands of the school. It will be reviewed at intervals and may be subject to modification or amendment at any time after consultation with the post holder.

Person Specification

Please note: *All criteria below are essential.*

Criteria	Qualities
Qualifications, Knowledge, Training & Experience	<ol style="list-style-type: none"> 1. GCSE C or above, in English and Maths, or equivalent 2. Knowledge of Microsoft software packages 3. First aid training (or willingness to complete it)
Personal Skills & Qualities	<ol style="list-style-type: none"> 4. Good verbal and written communication skills 5. Ability to work effectively with other adults internally within the school 6. Good self-organisational skills 7. Good planning skills to support the student within the relevant curriculum requirements 8. Ability to plan and manage own time effectively 9. Ability to work effectively under pressure and remain calm 10. Ability to follow instructions accurately 11. Ability to deal with unexpected problems 12. Ability to respond to urgent requests and re-prioritise in order to assist students, colleagues and management 13. Working with children or young people 14. Working and collaborating within a team
General	<ol style="list-style-type: none"> 15. Demonstrate a commitment to equality 16. Understanding of Health & Safety 17. Understand and implement child protection procedures 18. Understand procedures and legislation relating to confidentiality 19. Be prepared to develop and learn in the role and attend any relevant training and gain any relevant qualifications