

Job Description: Resources Administrator - Reprographics

Responsible to:	IT Manager
Job Type:	Permanent
Grade:	4
Hours per week:	25
Working weeks:	38
Location	¹ King Alfred's Academy

Summary: Under the direction/instruction of the Line Manager, provide general clerical and administrative support to the Academy.

TASKS

Run the Reprographics Facility.

- Organise, schedule and prioritise print requests
- Run Print jobs in an efficient and timely manner
- Provide "Finishing" services i.e. Laminating & Binding
- Maintain Reprographics' Copiers/Printers paper levels
- Provide 1st line support: i.e. Removing paper jams
- Report issues to service providers
- Maintain stock levels of Paper, toner and other reprographic supplies
- Distribute completed Print Jobs
- Maintain Reprographics Email Account
- Advise staff on printing.
- Assist Staff with Photocopying
- Provide general administrative support within the department

General Duties

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Develop constructive relationships and communicate with other agencies/professionals.
- Share expertise and skills with others.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

¹ Cambrian Learning Trust (CLT) Employees are predominantly based at one location but may be required from time to time to work at another school within the MAT. A full list of schools within CLT can be found at <https://cambrianlearningtrust.org>

- Recognise own strengths and areas of expertise and use these to advise and support others.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.

Qualifications and Experience

Qualities	Essential/Desirable
• General clerical/administrative work	E
• Induction/basic skills • Good numeracy/literacy skills	E
• Good understanding and ability to use relevant technology e.g photocopier • Computer literate • Participate in development and training opportunities • Ability to relate well to young people and adults • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these	E

¹ Cambrian Learning Trust (CLT) Employees are predominantly based at one location but may be required from time to time to work at another school within the MAT. A full list of schools within CLT can be found at <https://cambrianlearningtrust.org>