



JOB DESCRIPTION

JOB TITLE: **Reprographics Administrator**

Purpose:	To be responsible for the efficient operation of the Reprographics position at the school supporting all aspects of the school curriculum and student's requirements.
Reporting to:	Office Manager
Responsible for:	School Reprographic Function
Liaising with:	Teaching staff Support Staff SLT Headteacher's PA Students
Working Time:	25 hours a week plus 5 days in the academic year. (To include 2 Inset Days in September at the start of term 1) 8am – 1pm Monday - Friday Term time only Equivalent to 39 weeks
Salary/Grade:	Scale D Point 4-6
Disclosure level	All positions are subject to an enhanced DBS check as standard practice.
Date	November 2022



MAIN (CORE) DUTIES	
<p>The specific duties and responsibilities pertaining to the Reprographics Administrator are to be read in conjunction with the School's Attendance Policy, Behaviour Management Policy and related Protocols which should be complied with at all times.</p>	
Support for Staff	<ul style="list-style-type: none"> To be responsible for working with and printing confidential documents. To provide an efficient reprographics service for all staff within school. This includes binding, laminating, booklets etc. Ensuring all work is prioritised within department's timescale. To meet with new staff to introduce and explain how the reprographics department operates and explain the services and resources available. Prepare quotes for bulk printing
Support for Students	<ul style="list-style-type: none"> To manage second-hand uniform sales at consultation events for parents
Administration	<ul style="list-style-type: none"> To prioritise workload, work under pressure and ensure all copyright procedures are met. To manage bulk paper deliveries, stock levels and control and organise toner recycling. To manage quarterly readings to outside company; meter reading invoices to Finance for payment. To be responsible for ensuring maintenance of all photocopiers around the school. Respond to breakdowns as required diagnosing faults and codes and to liaise with engineers for breakdowns and servicing. To be responsible for maintenance of all other equipment with reprographics.
Other related duties	<ul style="list-style-type: none"> To attend admin support meetings when needed and INSET Days to provide the best possible communication with staff and development within the school.
Essential Skills & Qualification	<ul style="list-style-type: none"> Required knowledge of IT and reprographic technology. Organised and methodical Ability to prioritise and meet deadlines
Essential personal attributes	<ul style="list-style-type: none"> Ability to work as part of a team and on own initiative and with resilience. Self-motivating with the ability to multi-task To cope well under pressure and work to tight deadlines Good interpersonal skills, and the ability to enthuse and motivate others. Good interpersonal skills and ability to work with people at all levels. Flexible and adaptable



<p>Practical Skills</p>	<ul style="list-style-type: none"> • Ability to communicate with young people, both individually and in a group setting. • Able to develop and maintain close links and work effectively with staff both within and beyond the school • Able to collate information and prepare quotes and reports • Confident basic user of ICT. Must be numerate and well organised. • Good planning and organisational skills and a flexible approach to the management of work. • Excellent communication skills both written and oral and the ability to communicate effectively with staff and students. • Ability to prioritise own workload.
<p>Staff Development</p>	<ul style="list-style-type: none"> • To take part in the school's staff development programme by participating in arrangements for further training and professional development. • To engage actively in the Performance Management Review process.
<p>EMPLOYEE RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To promote actively the school's corporate policies. • To comply with the school's Health and Safety Policy and associated working procedures, undertaking risk assessments as appropriate. • To comply with the School's Equal Opportunities and Diversity Policy and to ensure that it is implemented within the service area of the post. • To comply with the School's Data Protection Policy and Code of Practice within the service area of the post. • To support the school in meeting its legal requirements for worship. • To show high expectations of all students and staff; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising educational achievements. • Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors and telephone callers. • 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. • The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. 	



HEALTH AND SAFETY

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the post holder or others; to report to the line manager, or person in authority any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

Chosen Hill School operates a No Smoking policy.

SPECIAL CONDITIONS

This job description sets out the duties of the post at the date when it was drawn up, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Some flexibility in the pattern of hours worked is required with a willingness to potentially undertake working outside of the normal daily hours to meet the school needs.

The actual dates that the “plus days” attached to this position will be worked should be agreed following discussion and agreement with the Line Manager.

Chosen Hill School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

VERIFICATION

I agree that this job description conveys an accurate description of this job.

Agreed : _____ (Post Holder) **Date:** _____

Agreed : _____ (Line Manager) **Date :** _____

Agreed : _____ (Assistant Head, Resources) **Date :** _____

October 2022