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| Post Title | Resources Administation / ICT Assistant |
| Reporting to | Senior ICT Technician |
| Responsibility Level | NJC Band C – Point 13 to 23 (£16,491 to £21,268) Pro Rata)  37 hours p.w (term time only plus 2 weeks) |
| Location | Grace Academy Coventry |
| Job Purpose | To ensure the provision of general teaching support facilities, i.e. reprographics and basic ICT support as required. |
| Main Duties | * To provide a reprographics facility * To provide basic ICT support when required |
| Specific Duties | **Reprographics**   * Receive and process reprographics requests. Operate all equipment, i.e. offset-litho, spirit and ink duplicators, photocopiers, etc. * Undertake the collation, punching, stapling and /or binding of completed material. * Mock up and printing of letters once approved by the Vice Principal, ensuring that procedures for approval and sign for all general letters leaving the Academy are followed. * Answer enquiries and assist staff in the compilation and preparation of reprographics. * Ensure the adoption of most cost-effective method. * Advise on general graphics and reprographics; * Monitor copyright procedures and keep up to date logs of information and data to ensure that service levels are met and that accurate records are kept. * Ensure the satisfactory day to day maintenance of machinery and equipment, undertaking simple maintenance as appropriate and reporting damage as necessary. * Plan and ensure the maintenance and repair of source equipment in order to ensure minimal disruption in provision of service to users. * Maintain adequate levels of stocks in all areas, including stationery, placing orders as necessary. * Complete necessary paperwork to inform departmental heads of resources used and cost implications. * Assist with training and daily supervision of any students on placement in the section. * Demonstrate to and advise staff on the correct use of equipment and materials as required. * Ensure the maintenance of accurate and up to date inventories of equipment and stock items and keep logs as necessary. * Any other duties that are allocated by the Senior ICT Technician.   **Basic ICT Support**   * Provide basic technical assistance to the ICT support department. * Carry out basic maintenance on computer hardware. |
| Qualifications and Key Skills | * Prioritising and organising skills * ICT skills (Word/email) * Ability to learn how to operate and maintain relevant equipment |