|  |  |
| --- | --- |
| 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
 |