



ST. MARY MAGDALENE

C OF E SCHOOL

BLACKHEATH CAMPUS

*Excellence through innovation,
founded in faith since 1840.*

RESOURCES & REPROGRAPHICS CO-ORDINATOR

(Secondary Phase)

JOB DESCRIPTION

Responsible to: School Business Manager

Under the direction/instruction of staff, provide clerical, administrative, resources and reprographics support to the school.

Responsibilities

- Determine school's need for resources by conferring with teachers and administrators
- Maintain collection of resources, such as exercise books, text books, display materials and stationery for use throughout the school
- Make lists of books, resources and materials to be ordered via the finance office
- Research online sellers, bookshops and stationery stores to obtain best prices for required books, stationery and writing materials etc.
- Develop and implement cataloguing systems and explain procedures to teachers and administrators
- Confer with teachers to gauge resources needed for various projects and provide suggestions on materials and resources that can be used – ensuring everything is ordered in advance to be available as required
- Undertake reception duties, if required, answering routine telephone and face-to-face enquiries and signing in visitors, including providing basic hospitality.
- Assist in looking after sick pupils, if required, liaising with parents/staff, as directed.
- Provide routine clerical support e.g. photocopying, filing, e-mailing, completing of routine forms.
- Maintain manual and computerised records/management information systems.
- Undertake typing, word processing and other IT based tasks.
- Operate office and reprographics equipment e.g. photocopier/computers to produce all resources for the school via a request system.
- Arrange orderly and secure storage of supplies.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Federation routines

- To follow all Federation and curriculum/pastoral team policies and agreed procedures.
- To attend scheduled meetings (or to liaise with the Leadership Team if attendance is not possible).

- To play an active part in the curriculum and pastoral teams to which you belong.
 - To actively engage in the approved performance management scheme and relevant INSET activities/staff meetings.
 - To be prepared to participate in after school activities such as clubs, discos, fundraising events, performance and school social events.
 - To fully support the Christian ethos of the school by promoting Christian values, participating and leading in collective worship and ensuring prayers are said at the end of the school day.
 - To support the Leadership Team and Governors in creating an effective all through school, carrying out any reasonable requests made by them.
 - To carry out all duties with due regard for health and safety at work regulations.
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