

# Job Description

## Post: Administrator/Reprographics



### Purpose

- To provide a welcoming and professional customer service to all visitors, parents, staff and students for both Dixons Trinity Academy and Dixons Music Primary
- To manage the administration, support systems and activities that ensure the effective running of Dixons Trinity Academy and Dixons Music Primary
- Under the guidance of senior staff, be responsible for undertaking administrative, financial and organisational processes within the academies

### Main Duties

#### Administration

- Co-ordinate the administration and recording of student homework, reporting this to the appropriate teachers
- Co-ordinate student locker keys / sale of locker keys, liaising with the site staff for replacements
- Support reception staff with overflow calls
- Use the RS Connect Ed texting service to contact parents when necessary and keep staff contact numbers up to date
- Make transport bookings for the academies as and when required and help with student trips and events
- Set up and maintain staff trays according to starters and leavers
- Create staff identification badges for new starters
- Support teaching staff with administration tasks, such as labels, mail merge, newsflash, letters etc.
- Create and manage student hardship letters
- Issue student login numbers
- Create and maintain the student files
- Maintain the room bookings system
- Ensure that students' details on SIMS are kept up to date and data check sheets are issued on an annual basis
- Update student change of details e.g. change of telephone number, address etc.
- Co-ordinate the Free School Meals / Pupil Premium register and liaise with the Finance Assistant and Data Manager to ensure contextual data is kept up to date

#### Reprographics

- Book-in work requests and keep records for costing at the end of the month
- Operation of reprographics equipment, including photocopiers, collator, stapler, guillotine, binder, folder and laminator
- General day-to-day and routine maintenance of all reprographics equipment to ensure a safe working environment, including fault diagnosis and reporting to engineers of any equipment faults
- Day-to-day issuing of internal stock requests
- Production of all internally reproduced materials using technology to produce quality resources to set deadlines
- Day-to-day liaison with suppliers
- Constantly source out the most cost effective suppliers
- Control and distribute all stationery stock, including centralised purchasing
- Control and distribute paper supply for both academies
- Order and control of specific reprographic/stock materials
- Advise staff on preparation of teaching resources
- Collate / word process the content of student and staff academic planners, including consultation with external printing companies to source best value
- Produce a spreadsheet of weekly jobs and submit this to the Reception and Administration Manager
- Promote the reprographics department across the academies
- Deal with the accounts and department recharges and liaise with Finance to ensure these are completed on a monthly basis
- Manage and keep to an allocated budget

**Other Responsibilities**

- Abide by and implement all policies and procedures of Dixons Trinity Academy and Dixons Music Primary including being aware and responsible as an individual for health and safety policies and procedures
- Develop, nurture and maintain a positive image of Dixons Trinity Academy and Dixons Music Primary and the wider MAT
- Carry out all duties in the most effective, efficient and economic manner
- Attend and participate in relevant meetings and functions as necessary (some of which may be beyond the usual working day) to support the role and department
- Continue personal development as necessary in order to fulfil the demands of the job
- Participate in staff review and appraisal
- Contribute to and promote the overall ethos and values of Dixons Trinity Academy and Dixons Music Primary
- Undertake any reasonable request by the Principal, Head of School and Senior Leadership Team