



Job Description

Job Title:	Reprographics Assistant
Location:	Greensward Academy
Hours of work:	22.5 hours per week
Reports to:	Business Resources Manager

Overall Responsibilities:

To provide an efficient and effective reprographics service to the academy

Main Duties:

- To liaise with and keep the Business Resources Manager informed of all issues relating to the smooth running and development of the Department.
- To undertake training required for this post which will include training on the relevant machinery
- To assist in the implementation, evaluation and updating of Departmental procedures
- To support staff and students in the organisation and management of their work which goes through the department
- To assist with the induction of newly appointed members of staff in the department
- To ensure that all printing and print finishing for the academy is presented correctly and completed within the agreed timetable
- To advise and assist staff on the presentation of work
- To proofread work for the department and other members of staff as requested.
- To ensure that all machinery is kept clean, in working order, to contact external technicians in the event of breakdown of machinery and ensure the correct maintenance has taken place
- To be aware of, and comply with, current copyright legislation relating to photocopying, the internet and audio-visual recording
- To ensure that relevant copyright legislation are not infringed and to advise the Business Resources Manager of any change in legislation
- To be computer literate and be trained, as required, on relevant desktop publishing software
- To assist the School Business Manager in the control of stock and ordering of supplies for the reprographics department

- To be conversant with relevant spreadsheet software
- To assist with the recording and monitoring of departmental figures and accounts as required
- To report anything which could affect or endanger the health & safety of staff and students to the Business Resource Manager within the boundaries of the Reprographics Department.
- Required to train and administer First Aid.

Other Clauses

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications & Experience	Qualifications required for the role	<ul style="list-style-type: none"> GCSE English & Maths Grades A – C or equivalent 	
	Specific Knowledge/ Experience	<ul style="list-style-type: none"> Experience of Microsoft Office Word Processing and spreadsheet skills A firm, calm approach under pressure 	<ul style="list-style-type: none"> Knowledge of Desktop Publishing Experience of working in a school environment Understanding of copyright legislation
	Skills/Abilities	<ul style="list-style-type: none"> The ability to be flexible while responding to the ever changing needs of staff and students. Good written and verbal communication skills. A mature and sensitive manner and excellent inter-personal skills are required. An ability to work confidentially, efficiently and on own initiative is essential. 	
	DBS (CRB)	<ul style="list-style-type: none"> This post is subject to receipt of a Disclosure and Barring Service Certificate 	
	Special requirements	<ul style="list-style-type: none"> Evidence of a 	

		commitment to promoting the welfare and safeguarding of children and young people	
--	--	---	--