

We are committed to safeguarding and promoting the welfare of our students. All roles are subject to safeguarding screening appropriate to the post, including checks of past employers and disclosures with the relevant body at an enhanced level. New DBS checks are conducted at regular intervals for current post holders.

**Title of Post: Resources Officer**

Date: July 2016

**JOB DESCRIPTION**

Purpose	To ensure that all reprographics and resources production is of the highest quality so that it supports outstanding teaching and learning. Be responsible for the school's MLE system, update and maintain the website.
Responsible for	Apprentice Technician (if in post)
Reporting to	Operations Manager
Liaising with	Other colleagues within the Associate staff team; staff, students, parents, Governors, visitors and stakeholders.
Scale/Grade	Scale 5
Working hours	36 hours x 52 weeks per annum. Colleagues may be required to work out of hours based on the needs of the school.
Main Duties	<ul style="list-style-type: none"> <li>• To manage the provision of reprographics, all learning and display resources and publications, ensuring compliance with legal requirements and supporting the key messages and ethos of the school</li> <li>• Be responsible for the development and maintenance of the school's MLE system and website, ensuring full compliance with legal requirements.</li> <li>• Update and maintain the MLE and website on a frequent basis</li> <li>• Plan and provide high quality materials, ensuring that all resources are readily available and produced in a timely manner.</li> <li>• Ensure that the photocopiers, a/v equipment and printers are always fully functioning.</li> <li>• Take overall responsibility for school display-and ensure that all resources and displays are of high quality and information boards are always up to date.</li> <li>• Ensure that all school events are supported in terms of A/V resources and expertise.</li> <li>• Develop effective and efficient systems within the Resources department and train others in their use.</li> <li>• Provide and administrate the use of a/v resources to support teaching and learning, for example cameras, video cameras. Provide training in the use of these resources.</li> <li>• Be responsible for gaining parent/carers permission for the use of images for school publicity materials.</li> </ul>

	<ul style="list-style-type: none"> <li>• Be responsible for development and maintenance of the A/V equipment inventory.</li> <li>• Undertake line management and performance management duties for apprentice technician if in post</li> <li>• Ensure that duty of care is exercised for line managed staff (if in post) including absence management and staff welfare; training and professional advice.</li> <li>• Be responsible for the Resources budget ensuring that invoices are expedited efficiently.</li> <li>• Provide the Finance team with half termly departmental reprographic spends.</li> <li>• In liaison with the School Business Leader, monitor and review key contracts for the procurement of equipment such as photocopiers and printer paper/ink.</li> <li>• Oversee the recycling of paper and disposable resources such as cartridges.</li> <li>• Be responsible for ensuring that all relevant school policies are followed.</li> <li>• Undertake Health &amp; Safety duties as directed by the School Business Leader to ensure that the school meets its duty of care to all students, staff and visitors to. The post holder will be a member of the school's Critical Incident Support Team and will assist the Headteacher and Leadership team in an emergency.</li> </ul>
Other Specific Duties	<ul style="list-style-type: none"> <li>• Assist in the supervision of students as required, for example in exams, on trips and at break times.</li> <li>• The post holder will be required to demonstrate a continual positive commitment to the school's policies including those relating to safeguarding children, health &amp; safety, and equal opportunities.</li> <li>• Implement and follow all school and LA policies and procedures, including giving due regard to the schools equal opportunity policy.</li> <li>• Ensure all work is appropriately documented and kept up-to-date.</li> <li>• Keep abreast of current legislation and developments in relation to finance and attend training where appropriate.</li> <li>• Participate fully in the School's Self-Review, Performance Management/Staff Review and School Improvement Plan procedures.</li> </ul>

Excellence is expected by all in the school's community where a dynamic and challenging learning environment helps to realise the ambitions of all and continues to ensure exam results are above the national average. The school is committed to preparing students to be responsible, articulate and intellectually curious about the world they live in with confidence. Supporting a creative approach to teaching and learning is established and expected by all.

It is expected that the post holder will carry out her/his responsibilities within this philosophy. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. This job description will be reviewed regularly and may be subject to

amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

**This role is subject to an enhanced DBS check.**

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**PERSON SPECIFICATION**

Skills & Aptitudes	<ul style="list-style-type: none"> <li>• High-level IT and a/v skills including proficiency in a range of IT programmes and equipment use that is required for this role</li> <li>• Good interpersonal skills, with the ability to respond appropriately to others even in pressurised situations.</li> <li>• Good communication skills (oral and written)</li> <li>• Outstanding planning and organisational skills.</li> <li>• Ability to establish and maintain positive relationships with young people.</li> </ul>
Qualifications & Experience	<ul style="list-style-type: none"> <li>• Degree or role related Level 4 qualification.</li> <li>• Minimum Level 3 qualification or equivalent in English and Level 2 in Maths.</li> <li>• Office or A/V &amp; Reprographics Management experience (Experience of working in an educational environment is an advantage)</li> <li>• Experience of line management and performance management processes.</li> <li>• Outstanding record of attendance and punctuality.</li> </ul>
Qualities	<ul style="list-style-type: none"> <li>• High levels of integrity, creativity and endeavour.</li> <li>• Self confidence and the ability to provide clear leadership and direction to others.</li> <li>• A self starter who can set and meet deadlines; a problem solver who always wants to achieve better levels of service.</li> <li>• Approachable, flexible and able to prioritise for self and others.</li> </ul>

JD and person spec prepared by	
Date	
Signed (SBL)	
Date	
Signed (Employee)	
Date	