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| **Job Title:** Reprographics & Communication Assistant | Salary range: SC4 (£18,075 - £19,613) | Hours: Monday to Friday 8am-4pm 45.6 weeks a year  |
| Line managing (direct): * None
 | Reporting to:* Media and Resources Coordinator
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| **Job Purpose:** This post is responsible for: 1. Providing high quality reprographics service to the whole school
2. Providing high quality administrative support to the whole school as required
3. Supporting with
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| **Specific Responsibilities** - to ensure the School becomes high performing across all strands by |
| **Reprographics Support** | * Operating and maintaining print and associated equipment including photocopiers, binder, stapler, guillotine, and laminating machines
* Operating ICT equipment to produce copy, using desktop publisher and other software
* Undertaking routine maintenance tasks for printing equipment in the school
* Arranging for repair of equipment as required and monitor repairs to ensure carried out promptly and effectively
* Producing a wide variety of printed and copied documents in a timely manner to meet the needs of the school
* Maintaining adequate supplies of paper, card, toner and other consumables and order as required.
* Ensuring the security of all resources and equipment by following agreed procedures
* Assisting in the classifying, cataloguing, storage and retrieval of materials and resources relating to the media resources/reprographic service
* Ensuring whole school forms/cards are well stocked around the school i.e. report cards
* Providing a full reprographic support to the school including reproduction of materials needed for the classroom, internal examinations and whole school information
* Advising teaching and other staff on the best and lowest cost methods of producing and publishing their work requirements
* Assisting with public space displays, ensuring that all public spaces are maintained to a high standard and communicate the schools priorities
* In liaison with departments, create displays in classrooms and around the school
* Ensuring the maintenance of a clean and orderly working environment
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| **Media Support** | * Assisting with the organisation of photography work, photo calls, events and other media opportunities as and when required.
* Assisting with the development of the school’s brand identity, and help to actively promote adherence to brand, style, and Plain English standards across the school
* Supporting the Media and Resources Coordinator to edit and update content on the school website.
* Contribute to the promotion of good relationships with local, regional, national and trade press.
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| **Administrative Support** | * Assisting and providing admin support for parents evenings when required
* Assisting and providing admin support for departments when required
* Making phone calls to parents when required
* Assisting in the preparation of resources for lessons when required
* Taking minutes at meetings as required, including governors sub-committee meeting, then distribute to the relevant people
* Support the greater work of the Media and Resources team as required, for example supporting the library at key times in the school day
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| **Reception Support** | As required:* Processing telephone calls and ensuring appropriate action is taken.
* Ensuring that face to face enquiries from visitors, parents, staff and pupils are dealt with appropriately.
* Ensuring all visitors sign into the visitors book and are escorted into the school by the appropriate member of staff.
* Administering and programming the school’s entry system; producing swipe cards, reports and informing line manager of any technical problems.
* Administering the coloured lanyard system and report any queries to the Operations Team Leader.
* Uploading photos of staff and pupils to SIMs when required.
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| **Other** | * Maintaining confidentiality about all aspects of the post
* To attend and participate in staff meetings
* To participate in training and Performance Management
* To have an up-to-date Enhanced DBS Disclosure
* To undertake any other tasks as directed by the Headteacher
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| *This job description will be reviewed annually 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.* |

**Person Specification**

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| **Aspect**  | **Essential or Desirable** |
| **Experience of** * Working in a school environment
* Using google cloud
* Using SIMs personnel and cover
* Administration procedures and routines
 | DDDE |
| **Qualification, training and skills** * High levels of numeracy and literacy
* High level of ICT skills
* High level of organisational skills
* Confidence in Microsoft office
 | EEEE |
| **Communication and personal skills** * Excellent written and interpersonal skills
* Ability to work well under pressure
* Capacity for hard work
* Ability to work well as part of a team as well as being self-motivated
* Approachability: has the ability to relate well to people at all levels
* Ability to work calmly under pressure and maintain a positive and optimistic attitude
* Ability to think strategically, analytically and creatively and demonstrate initiative in solving problems
* An absolute commitment to the belief that every child deserves the very best education
* Ability to inspire, challenge, influence and motivate others
* A passion for the values of community education
* A strong understanding of the current issues facing community schools
* Reliability, honesty and trustworthiness, demonstrating the highest professional standards
* An excellent health, punctuality and attendance record
* An understanding of child protection and safeguarding
* An understanding of the strategies for ensuring inclusion, diversity and access
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