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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 | |
| **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 |
| **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. |
| **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 |
| **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. |
| **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 |
| *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 | D  D  D  E |
| **Qualification, training and skills**   * High levels of numeracy and literacy * High level of ICT skills * High level of organisational skills * Confidence in Microsoft office | E  E  E  E |
| **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 | E  E  E  E  D  E  E  E  E  E  E  E  E  E  E |