# Description: Havering SMALL MASTE#13B00B

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## JOB DESCRIPTION

**Resources Officer**

**Primary Purpose**

To organise and provide a range of resources to aid teaching and learning as well as administration of the College.

To be responsible to the HR Manager.

**Accountabilities**

 To provide a high standard of service to staff and students.

 Provision of a reprographic service for staff.

 To maintain records of usage and maintenance for all copiers.

 Preparation of teaching & learning materials for staff.

 Provision of stationery materials to staff and students, maintaining accurate records of costs.

 Handling the cash associated with sales to students.

 Purchasing and managing of stock.

 Liaising with suppliers and purchasing resources.

 To support the College Reception if required on occasions.

 Any other reasonable duties assigned by the Principal.

**Person Specification**

* An ability to work to deadlines.
* An ability to provide an outstanding service to both staff and students.
* An ability to provide a high standard of customer service.
* An ability to reflect a positive image of the College when dealing with outside agencies.