



## **JOB DESCRIPTION**

**Post:** Reprographics Admin Assistant (including SEND Admin Support)  
**Reporting to:** Exams Manager and Principal's PA  
**Salary:** GAET Band 3 (SCP 3 to 5)

### **JOB PURPOSE**

To provide an effective and efficient reprographics service to the Academy, including support with the preparation of examinations materials.

To provide administrative and organisational support for staff, parents, pupils and other school stakeholders, particularly in providing administrative support to the SENDCo.

### **REPROGRAPHICS RESPONSIBILITIES**

- Provide a printing, finishing and photocopying service for the Academy.
- Schedule, prioritise and manage the reprographics workload to ensure an effective and efficient service is provided within the outlined time frames.
- Organise the servicing and maintenance of all reprographics equipment and appropriate records kept
- Design and produce marketing materials e.g. posters, prospectus and display materials.
- Prepare orders for printing, photocopying and stationary supplies, and maintaining stock control
- To advise on copyright issues with printing and photocopying requests.
- To liaise with IT staff to ensure machines around the Academy are appropriately stocked, maintained and in working order at all times.
- To assist all staff and students with printing requirements.

### **ADMINISTRATION RESPONSIBILITIES**

- Provide administrative and clerical support to the SEND Team including preparing, typing, filing, scanning and photocopying a range of confidential documentations as directed by SENDCo.
- Be one of a team using Microsoft applications, SIMs, PSF system, other ICT applications and general office procedures.
- Provide confidential, high quality, efficient and comprehensive administrative support e.g. display material, emailing, passing messages, internal and external post, completing standard forms and returns, supporting with finance processes, and responding to routine correspondence including preparing whole school mailings, reports and other documents.
- Responsible for checking the mail account and distributing to appropriate staff.
- Maintain/collate/input a wide range of manual and computerised records/management information systems.
- Produce lists/information/data as required.
- Provide support and cover to other areas of the administration team, including covering reception as required.
- To write clear, concise messages and pass these on appropriately and promptly.
- Undertake a wide range of day to day, one-off and occasional administrative procedures, including providing cover for reception and other general administrative duties as appropriate to the grade of the post as requested by the Business and Operations Manager.

### **GENERAL RESPONSIBILITIES**

- Attend and participate in relevant meetings as required.
- Follow and promote relevant legislation and guidance, for example data protection and copyright law.

- Be a qualified Fire Marshall and First Aider
- Undertake any other duties as appropriate to the grade of the post as requested by the Business and Operations Manager.

**OTHER DUTIES AND RESPONSIBILITIES (Generic to all posts)**

- To promote the Academy as an inclusive institution which celebrates diversity and engages all learners and staff.
- Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person. Safeguarding is the responsibility of all staff, volunteers, governors and contractors.
- To support the ethos of the Academy and to support the Academy links with the community
- To comply with all relevant Academy policies and procedures, including those relating to Health and Safety.
- To actively participate in relevant Academy processes including appraisal
- To undertake relevant CPD as agreed with line manager and to attend relevant meetings

This post is subject to the enhanced level of Disclosure.

This job description sets out the main duties and responsibilities of the post and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

The job description may, in consultation with the post holder, be changed to reflect changes to the post.