

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: January 2022

**JOB DESCRIPTION**

Purpose	To assist in ensuring that Media, Reprographics and resources production is of the highest quality so that it supports outstanding teaching and learning. Update the school website with press releases, publicity and communication materials.
Responsible for	There are no line management responsibilities with this post.
Reporting to	School Office Manager
Liaising with	Other colleagues within the Associate staff team; staff, students, parents, Governors, visitors and stakeholders.
Scale/Grade	Scale 5
Terms & Conditions	36 hours x 52 weeks per annum. Colleagues may be required to work out of hours by negotiation.
Main Duties	<ul style="list-style-type: none"> <li>• Assist with the production of resources, including display and audio visual resources, ensuring compliance with legal requirements.</li> <li>• Design and produce high quality materials, ensuring that all resources are readily available and ready in a timely manner.</li> <li>• Provide day to day maintenance to the school's a/v equipment and liaise with the Office Manager/ SBM as required to ensure 100% availability.</li> <li>• Assist in the design and production of high quality display materials.</li> <li>• Ensure that all school events are supported in terms of A/V resources and expertise.</li> <li>• Help to develop effective and efficient systems within the Media Resources department utilising appropriate digital packages like Google Drive/Classroom/ Docs and any other relevant digital media packages</li> <li>• 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 if needed</li> <li>• Update, develop and maintain the school's prospectus and website, ensuring full compliance with legal requirements.</li> <li>• Administrate parent/carer permission in respect of use of images for school publicity materials.</li> <li>• Administer the inventory of all A/V equipment.</li> <li>• Be responsible for ensuring that all relevant school policies are followed.</li> </ul>

## Resources Officer

	<ul style="list-style-type: none"> <li>• Assist in the administration of the Media Resources budget, including monthly charges.</li> <li>• Assist with the procurement, monitoring and review of key contracts and purchases such as photocopiers and printer paper/ink in liaison with the office manager</li> <li>• Administrate the recycling of paper and disposable resources such as cartridges.</li> <li>• Organise and prioritise the completion of work during the holiday period</li> <li>• Undertake Health &amp; Safety duties as directed by the School Business Manager to ensure that the school meets its duty of care to all students, staff and visitors to. The post holder may 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>• 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>

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 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.

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

## Title of Post: Resources Officer

### 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, creative design packages and equipment use that are required for this role</li> <li>• Undertake training around the website to update and maintain it</li> <li>• High quality administrative skills. Aptitude for producing high quality materials and display is essential.</li> <li>• Ability to communicate clearly and effectively, both orally and in writing.</li> <li>• The ability to manage time effectively and adhere to deadlines.</li> </ul>
Qualifications & Experience	<ul style="list-style-type: none"> <li>• Role related Level 3 qualification.</li> <li>• Minimum Level 2 qualification or equivalent in English and Maths.</li> <li>• A/V &amp; Reprographics Management experience (Experience of working in a school context is an advantage)</li> <li>• Outstanding record of attendance and punctuality.</li> </ul>
Qualities	<ul style="list-style-type: none"> <li>• High levels of creativity and endeavour.</li> <li>• Self confidence and affability.</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.</li> </ul>

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