

Role	Grade	Reports to
Reprographics & Administration Assistant	Grade 3	Senior Administrator

Main purpose of the job

- To support the provision of an efficient and timely reprographics service for the school, ensuring excellent quality and managing deadlines.
- To provide comprehensive administrative support to the school.
- To ensure an effective and responsive administration service is provided to all staff, partners and visitors, providing excellent customer service.
- To work collaboratively with all staff and parents in order to support pupil wellbeing.

Key relationships

The post holder will report to the Senior School Administrator. Apart from other colleagues in the school, the main contacts of the job are the head teacher, teaching and other support staff, pupils and parents/carers.

Please note that whilst this job description gives an indication of the key responsibilities, it is not intended to provide an exhaustive list.

Main accountabilities

Reprographics

- Under the direction of the Senior Administrator, to assist with organising the reprographics service for the school, undertaking work in the most cost-effective and efficient way
- To complete printing, copying and scanning to meet school requirements and deadlines including bulk photocopying, booklet making, laminating and binding, following the standard operating procedures for completing requests
- To ensure machinery is used safely and in accordance with manufacturer's guidance, assist with keeping the machines in good order, trouble-shooting common issues
- To inform the Senior Administrator of any maintenance issues and support arrangements for repairs and servicing as required
- To monitor the progress of bulk printing and copying and quality check samples
- To ensure the reprographics room is kept clean and tidy, health and safety regulations are adhered to
- To assist with managing and monitoring stock levels for the smooth running of the department, to inform the Senior Administrator when additional supplies need to be ordered
- To provide support, respond to queries, providing advice on the correct and safe use of photocopiers to colleagues
- To run standard reports on usage and costs incurred by each department

Organisation

- To receive visitors to the school and to communicate with courtesy and clarity to all staff, pupils, parents, carers, visitors, outside agencies and the wider community, including answering general telephone and face to face enquiries.
- To assist with pupil first aid and welfare duties, including looking after sick pupils and liaising with parents and staff etc
- To undertake clerical and administrative support duties on behalf of individual members of staff in relation to the organisation of school activities.

Administration

- Arrange meetings and events and take notes at meetings to a high standard
- To provide general clerical and administrative support, , completing standard forms and returns to the LA and outside agencies and responding to routine correspondence
- To maintain and update all administrative and information systems and processes as required, including retrieving and collating information to ensure deliver of a high level administrative service
- To produce lists, information and data as required, for example, pupil data and to maintain and collate pupil reports
- To assist with school administrative duties relating to accreditation where appropriate.
- To collect and distribute incoming mail, despatch outgoing mail as appropriate
- To undertake routine administration of school lettings and other uses of school premises
- To maintain display boards and to ensure these are refreshed regularly
- To administer school registration procedures in line with statutory requirements

Resources

- To operate relevant equipment and ICT packages (for example word, excel, databases, email, internet)
- To maintain records of stationery supplies and stock, cataloguing and distributing and order stock and equipment as required
- To operate uniform, snack and other 'shops' within the school (if applicable)
- To provide general advice and guidance to staff, pupils and others

Responsibilities

- Use initiative in time management to organise own workload in order to meet deadlines
- To provide cover for other administrative colleagues when required
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- To be aware of and support difference and to ensure equal opportunities for all
- To contribute to the overall ethos, work and aims of the school
- To attend and participate in relevant meetings as required

All employees in the Trust are expected to:

- Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement <https://prospere.org.uk/about-us/vision-values>
- Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate
- Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person
- Promote and act in accordance with the Code of Conduct and all school / Trust policies including the Health and Safety Policy, Equality Policy and Data Protection Policy
- Effectively represent the Trust when liaising with contractors and outside agencies/organisations
- Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues
- Take responsibility for personal professional growth and development, keeping up-to-date with national research, engaging proactively with nationally recognised career frameworks and professional organisations
- Attend Trust and school events as required and make a positive contribution during such events
- Attend regular meetings before and after Trust hours, including morning briefings
- Carry out duties other than those listed in the job description under the direction of the headteacher where the post holder has appropriate qualifications and has received appropriate training

The Trust 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.

Person Specification	Essential / Desirable	Assessment stage
Qualifications		
Numeracy/literacy skills (at a level equivalent to NVQ Level 2)	Essential	Application
Previous experience of working with professional reprographics machines	Desirable	Application
Knowledge and Experience		
Experience of general clerical, administrative and financial work	Essential	Application, Interview
Possess good numeracy and literacy skills	Essential	Application, Interview
Ability to manage own workload effectively	Essential	Application, Interview
Willingness to undergo minor first aid training	Essential	Application, Interview
Ability to produce accurate written minutes /notes of meetings	Essential	Application, Interview
Knowledge and experience of information technology and ability to use ICT packages, including spreadsheets, data bases and word processing	Desirable	Application, Interview
Possess good keyboard skills in order to produce high quality documents	Essential	Application, Interview
Accuracy and precision when preparing, maintaining and monitoring financial records and dealing with cash	Essential	Application, Interview
Have a knowledge and awareness of the regulatory framework around education and schools	Desirable	Application, Interview,
Ability to relate well to children and adults	Essential	Application, Interview
Be able to work constructively as part of a team, understanding school roles and responsibilities and your own position within these	Essential	Application, Interview
Ability to identify your own training and development needs and cooperate with the means to address these needs	Desirable	Application, Interview
Behaviours and Values		
Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work	Essential	Application, Interview
Self-motivation and personal drive to complete tasks to the required timescales and quality standards	Essential	Application, Interview
The flexibility to adapt to changing workloads demands and new school challenges	Essential	Application, Interview
Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users	Essential	Application, Interview

Personal commitment to continuous self-development	Essential	Interview
Personal commitment to continuous school improvement	Essential	Interview
Willingness to consent to and apply for an enhanced disclosure check	Essential	Interview

Review and Amendment:

This job description is normally reviewed annually as part of the appraisal cycle. If significant changes are required, it may be amended following an individual consultation process.

All staff are expected to carry out their duties with due regard to current and future Trust and school policies, procedures, and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communication.