



St Bonaventure's



JOB DESCRIPTION

Reprographics Administrator and Receptionist

Responsible to: PA to the Headteacher

GLPC Support Staff Scale 3 pt 5-6 £24,804 - £25,212 FTE (pro rata for term time plus 2 weeks)

Hours: 36 hours per week, 9am-4:45pm Monday to Friday - with 30 mins for lunch

Contract: Permanent, Term time plus 2 weeks (41 weeks) - following successful completion of 3 month probation period.

Terms: National Joint Council (NJC) Green Book for School Support Staff.

St Bonaventure's is an Outstanding secondary school in Newham, and we are looking to recruit a Reprographics Administrator with additional receptionist responsibilities to support our Administration Team in the smooth running of day-to-day operations. We are the main point of contact for parents and carers and other stakeholders. The administration team maintains the reception area, oversees all external calls and communications, and whole school reprographics as well as supporting staff with administrative tasks.

Key Responsibilities:

- Manage all reprographics requests to a high standard and in a timely manner.
- Process bulk photocopying requests, including classroom resources and exam papers
- Produce booklets in various formats and with suitable binding; to laminate resources
- Produce resources for school displays. Support with design and maintenance of display boards around the school.
- Monitor photocopying supplies at all times and ordering toner, paper etc and maintaining reprographics equipment and liaising with support technicians where needed
- Organise service of machines and request maintenance support as required from supplier engineers
- Ensure photocopiers around the school are in full working order and fully stocked. Assist staff with use of photocopiers
- Keep staff forms copied and fully stocked
- To ensure prompt internal and external communication of information to all key stakeholders
- To support with reception duties as and when required - 1 hour in the afternoon and to cover for any reception staff absence
- To support with the schools entry system for visitors and staff, paying attention to the schools safeguarding policies - to include the collating of all visitor and staff data in an emergency ie fire drill

Additional Duties

- Reception cover for 1 hour in the afternoon - 3:45-4:45pm
- Cover reception for absence of any of the reception staff
- Attend team meetings and staff meetings as required
- Pupil filing
- Copying of confidential information from visitors and interview candidates



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- To maintain a 'knowledge bank' through written procedures to enable cover to be provided in the job holder's absence.
- Maintain confidentiality inside and outside of the workplace
- Understand and comply with all school policies
- Undertake any reasonable additional responsibilities commensurate with the role as requested by the Headteacher

Requirements

- Excellent communication and organisational skills
- Excellent telephone manner
- Works well within a team and to own initiative
- Able to manage own workload and to tight deadlines
- Proactive
- Professional and compassionate attitude

Safeguarding

- Demonstrate the ability to keep children and young people safe
- Engage in Safeguarding training and keep up to date
- Report any disclosure made to you to the appropriate person, following the schools safeguarding policy

St Bonaventure's is committed to safeguarding and promoting the welfare of children and young people in our care. As such all posts are subject to a safer recruitment process including the disclosure of criminal records and vetting checks. We ensure we have a range of policies in place which promote safeguarding