**Resources and Media Assistant**

**Grade C**

**37 Hours & 40 Weeks**

**Job Description**

**Responsible to: Director of Corporate Services**

**Job Purpose**:

To provide a high quality and cost effective reprographic service to staff and students within specified timescales. To advise and assist staff and students with their reprographic requirements. To assist with a range of marketing materials in both print and digital form and to coordinate events held at the school.

**Main duties and responsibilities**

**Accountabilities**

* Provide a wide range of printed materials, including bulk photocopying, booklet-making, laminating, and binding.
* Design and print school prospectus, forms, leaflets, promotional material and certificates.
* Scan documents and convert/manipulate files and images if required.
* Assist with updating and maintaining the Trust’s websites when required.
* Assist with publishing news articles on social media platforms.
* Manage user accounts and recharge costs on a monthly basis to departments.
* Monitor stock levels of paper, toner and other reprographic materials and order supplies as required.
* Liaise with suppliers with regard to maintenance of copying equipment, ensure timely maintenance of machines and make recommendations to the procurement of equipment.
* Coordinate events on site including liaising with the Senior Management Team, IT and Site teams regarding the programme, developing and printing materials, booking refreshments and ensuring the event runs smoothly.
* Seek ways to reduce costs on an ongoing basis.
* Attend and participate in relevant meetings and training/development activities as required.
* Maintain a high standard of service.
* Undertake other duties as directed and commensurate with the grading of the role.

**Trust Standards**

* Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust’s Code of Practice and its policies and procedures.
* Work within the requirements of the Trust’s Health and Safety policy, performance standards, safe systems of work and procedures.
* Undertake all duties with due regard to the Trust’s equalities policy and relevant legislation