Job Description

**Job Title:** Reprographics and Administrative Assistant

**Accountable To:** Office Manager

**Salary Range:**  Scale 3

**Job Purpose**

* To undertake administrative tasks in line with a secondary school.
* To support staff in the production of learning resources in a timely and efficient manner.
* Timely production of resources for learning e.g. exam papers, laminated information.

**Administrative Responsibilities**

* Work in Reception which includes communicating with parents, visitors and pupils
* Support of the administrative function including mailings, analysis, etc.
* Using Parental Insight and Parent Pay portals as necessary
* Archiving, scanning and filing accurately and on time.
* Use the school’s Management Information System to provide information to staff and parents.
* Performing other duties of a clerical nature, commensurate with the grading of the post as directed.
* First Aid

**Reprographics**

* Provide word processing, printing and photocopying support as required
* To operate reprographic machines in a timely and efficient manner.
* To ensure the fleet of copiers is well stocked and available for use by staff.
* To liaise with copier fleet contractors for toner, repairs and maintenance.
* Act as a lead person for the operation and maintenance of the school’s managed print service including the reprographics equipment and accounting software.
* Working alongside the onsite IT technicians to rectify any problems with printers or print server issues.
* To act as lead person for the operation of large format photographic printer in a timely and efficient manner.
* To create resources for display under the direction of the Marketing Manager.

To provide resources for learning as requested by teaching staff and under the guidance of the Raising Standards and Literacy Leaders

**Management of Resources duties**

* To manage the available resource of space, and equipment efficiently within the limits, guidelines and procedures laid down.
* Conduct stock checks and making requisitions to ensure adequate resources are available at all times.
* Organising and maintaining equipment and stock and keeping appropriate records.

Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to present themselves and to act in a professional manner at all times.

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 applicants or continued employment for any employee who develops a disabling condition.