

## Job Description

### Post: Administration and Reprographics Assistant

#### Purpose

To challenge educational and social disadvantage by providing administrative support to the academy in order to achieve the highest possible standards and prepare all our students to lead successful lives.

#### Duties and Responsibilities

- Provide effective administration support to the academy, including: completing standard forms; responding to routine correspondence; typing and word processing; sorting and distributing internal / external mail and emails; and maintaining manual and computerised records / management information systems.
- Provide an effective reprographics service to the academy, including: booking in, costing and recording work requests; operating reprographic equipment; performing routine maintenance of all reprographic equipment to ensure a safe working environment; liaising with engineers to resolve equipment faults; managing reprographic stock through regular contact with suppliers to ensure best value; control and distribution of paper supplies; and dealing with finance to issue department recharges for completed work.
- Undertake reception duties including operating the academy switchboard and providing first class customer service to all callers / visitors.
- Ensure all visitors follow the correct procedures and are dealt with in a professional and welcoming manner.
- Support the Attendance Manager with student attendance procedures.
- Use the academy text messaging service to communicate with parents and staff, as required.
- Support teaching staff with administration tasks, such as labels, mail merge, newsflash, letters etc.
- Deal with student enquiries; provide advice and guidance on routine matters.
- Provide a caring, efficient and responsive first aid service to students, staff and visitors as a named first aider.
- Maintain effective and efficient manual and electronic filing systems to ensure compliance with GDPR regulations.
- Operate relevant ICT packages / information systems; for example, MS Office, including Word, Excel and Outlook, and the internet.
- Support the organisation of events such as parents' evenings and recruitment days by offering a friendly and professional admin support / front of house service.
- Participate in the academy coaching process.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Principal.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***