LONDON BOROUGH OF BROMLEY
Resources Administrator
Job Description

Grade: BR6 **Department:** Riverside School **Reports to:** Phase Leader

Main purpose of the job
The School's Resources Administrator will provide full and efficient administrative resources support to all teaching and support staff. They will manage and oversee the resources area on a daily basis.

Under the instruction/guidance of the Phase Leader and senior staff, the Resources Administrator will provide general clerical and administrative support across all school phases, prepare and maintain curricula and display resources and support staff, pupils and families as appropriate.

Key contacts
The post holder works closely with classroom based staff for day-to-day work and with all other school staff for information exchange as and when required. They will report to the 'Whole School Communication and Enragement' Phase leader.

SUMMARY OF RESPONSIBILITIES AND DUTIES

Support for Pupils
- Support pupils in accessing learning activities by the preparation of focused resources as directed by the Senior Leadership Team and as discussed with Teachers.
- Develop a wide range of resources to engage pupils with their learning.

Support for the Teacher
- Create and maintain a purposeful, orderly and productive working environment.
- Timely and accurate preparation and use of specialist equipment /resources/materials as required by staff/curriculum/lesson plans etc.
- Maintain records as requested.
- Implement structured learning activities/teaching programmes/learning activities.
- Provide recommendations, if required and qualified to do so, on appropriate equipment purchases and changes in working practices related to resources.

Support for the Curriculum
- Monitor and manage whole school stock and supplies, cataloguing as required.
- Demonstrate and assist others in safe and effective use of specialist equipment / materials.

Support for the School
- To coordinate (but not undertake, with the exception of re-filling paper, replacing toner cartridges and clearing jams) the maintenance of all reprographics equipment in the school. The school's reprographics equipment supplier would be expected to carry out all technical work and repairs under their service level agreement.
- To monitor the use of the photocopying machines and produce termly reports for the School Business Manager and Administration and Data Manager detailing the usage by each department trough extracting data from the software provided by the equipment supplier and / or ICT staff.

- Training users on photocopying, scanning and any other specialist equipment particularly in educating users in resources and cost effective use of the technology.
- Provide a "design service" as and when required supporting effective presentation of materials for staff and pupils.
- Work across the 4 sites to ensure consistency in resources and displays on a whole school level
- Finish copied items by trimming, binding or laminating.
- Monitor the progress of the copying run and quality check samples.
- Design and produce printed material for the school using a variety of word processing packages and assists staff to use these packages.
- Produce publications / material in compliance with the school image.
- Update key notice and display boards in a timely manner and ensure consistency across the 4 sites
- Prioritise work to provide an effective service to the school.
- To develop ideas from staff to produce attractive material for classroom use, displays and presentations.
- Support, where required, filming or photography at school events.
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Phases.

Resource Management

- Maintain the shared resources drives including the archiving/deletion of folders, documents and other resources, and keeping records of data deletion in line with GDPR Data Retention and school policies.
- Advising staff of the location of resources both electronic and physical.
- Identify and share resources to be included on the school website in liaison with the Administration and Data Manager.
- To maintain a clean, tidy and safe effective resources / reprographics environment.
- To ensure work is carried out in accordance with Health and Safety regulations.
- To ensure that all staff are aware of the procedures and that copyright laws are adhered to.
- To maintain an adequate supply of consumables such as paper, card, glue, laminates, spirals binders, labels, tapes etc.

Finance

- To support with the budget monitoring of the whole school resources budget paying due consideration to Best Value and Value for Money when purchasing whole school curriculum resources.

RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support diversity and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Undertake any other duties commensurate with the level of the post, as required
- Participate in training and other learning activities and performance development as required
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the school.

CONTACTS AND RELATIONSHIPS (customer focus, both internal and external)
Provide to customers/clients the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements.

MANAGEMENT AND LEADERSHIP
Fully and positively participate in the school's performance appraisal scheme in order to develop and enhance personal and service performance. Riverside School is committed to safeguarding and promoting the welfare of children and young people. There is an expectation that all staff share this commitment. The post holder will be required to adhere to the school's safeguarding procedures and policies and be seen to actively promote them in all aspects of his / her work.

EQUAL OPPORTUNITIES
Riverside School takes its duty to eliminate unlawful discrimination, harassment and victimisation seriously. All staff are expected to share this commitment and foster good relations between different groups and treat all people associated with the Riverside community with dignity and respect at all times.

HEALTH AND SAFETY
Employees are required to work in accordance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come in to contact. In order to ensure compliance procedures should be observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

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EXPERIENCE

- General administration support with excellent computer skills and knowledge of software packages.
- Previous experience using reprographics, resources equipment such as binders, photocopiers and trimmers.
- Working in a team.

QUALIFICATIONS

- NVQ 2 or equivalent qualification or experience in relevant discipline.

KNOWLEDGE/SKILLS AND ABILITIES (Essential Requirements)

- Effective use of a wide range of ICT programmes including Powerpoint, Word and Publisher.
- Knowledge of relevant policies/codes of practice and awareness of relevant legislation.
- Ability to identify own training and development needs and co-operate with means to address these.
- Ability to relate well to children and adults.
- Polite, courteous and co-operative manner when working with staff and pupils.
- Ability to communicate effectively with a variety of audiences both verbally and written.
- Able to design posters and display materials.
- Ability to work on own initiative.
- Ability to plan effectively.
- Excellent attention to detail skills.
- Ability to manage time effectively and meet deadlines.
- Good numeracy/literacy skills.
- Good standard of general education and IT skills, including English and Maths.

Personal Attributes

- Honesty and Integrity
- Discretion
- Flexibility
- Resilience
- Organisational skills
- Excellent