



Saint Augustine's

CATHOLIC HIGH SCHOOL & SIXTH FORM CENTRE

EXECUTIVE PRINCIPAL: A F QUINN BA (HONS) NPQH **HEAD OF SCHOOL:** G T O'CONNOR BSc (HONS) PGCE
Saint Augustine's Catholic High School, Stonepits Lane, Hunt End, Redditch, B97 5LX 01527 550400 www.st-augustines.worcs.sch.uk

Our Lady of Lourdes Catholic Multi-Academy Company

National Teaching School
designated by



National College for
Teaching & Leadership

Ofsted
Outstanding



JOB VACANCY

REPROGRAPHICS TECHNICIAN / CLERICAL/ADMINISTRATIVE ASSISTANT

Saint Augustine's is committed to the safeguarding and welfare of young people

PERSON SPECIFICATION

E = Essential

D = Desirable



Deus Fortitudo Mea

QUALIFICATION & EXPERIENCE	E	D
Educated NVQ2 or equivalent with high levels of personal literacy and numeracy (i.e. minimum GCSE Maths and English A*-C / 9-5)	•	
Excellent computer skills including Microsoft Word, Excel, Power Point, Publisher.	•	
Experience of working in reprographics department, operating reprographics equipment		•
Relevant experience of working effectively in a school		•
SKILLS AND ABILITIES		
Excellent written and oral communication skills	•	
Ability to use English grammar correctly and to spell accurately	•	
Ability to proof read	•	
Creative flare and an eye for good design		•
Ability to relate well to a range of staff and students	•	
Ability to work independently using own initiative and as part of an effective team	•	
Excellent organisational skills	•	
Excellent attention to detail	•	
Ability to plan, prioritise and organise own work schedule	•	
Ability to work under pressure, prioritise workload and meet deadlines	•	
Ability to lift and handle moderate weights (boxes of paper, printing supplies)	•	
OTHER ATTRIBUTES		
Knowledge of copyright legislation	•	
Knowledge of policies and codes of practice/legislation	•	
Willing to undertake appropriate training to meet the needs of the role	•	
Ability to relate to and promote the ethos of the school	•	
Commitment to safeguarding and welfare of students	•	
Flexible approach to duties	•	

JOB DESCRIPTION

Job Title:	Reprographics Technician /Clerical – Administrative Assistant
Responsible to:	Office Manager
Responsible for:	n/a
Job Purpose:	To provide a high quality and cost effective reprographics service to staff and students within specified timescales. To provide high level administrative / clerical support, to support the smooth running of the administrative/clerical provision of the school
Salary:	Grade 2 – SCP 10 – 13 (Pro rata to £12,668 to £13,065 pa)
Hours:	32.5 hours per week, Term Time including Inset days. 9.15 am to 4.15 pm Monday to Friday with 30 minutes for lunch each day (Flexibility is needed within these hours depending on the school's requirements)

Main Duties and Responsibilities;

- To be responsible for the day to day running of the Reprographic Services in the school
- To be responsible for the servicing of all school photocopiers, replacing toner and minor repairs including paper jams
- Liaising with the appropriate service engineers to ensure that all reprographic equipment is properly maintained, ensuring timely maintenance of machines
- Supporting the Office Manager with the management of the contract with the current reprographic equipment provider and support the re-tendering process
- Negotiate prices and delivery of consumables for reprographic equipment
- Provide the Finance Office with the monthly reprographic usage details for all departments to allow for internal recharges
- Using print management software to advise the Head of department of low credit for reprographic usage
- Support and train staff to use reprographic equipment effectively
- Ensure copyright legislation is adhered to

Key Duties

- Provide a wide range of printed materials, including bulk photocopying, booklet making, laminating and binding
- Offer paperless solutions where a paperless solution would positively impact the teaching and learning of students
- Support the Office Manager with the design, of school publications, including, forms, leaflets, promotional material and certificates to a high quality
- Collate, edit, proofread and print school publications, including, forms, leaflets, promotional material and certificates to a high quality
- Scan documents and convert/manipulate files and images as required
- Monitor stock levels of paper, toner and other reprographic materials and order supplies as required
- Maintain paper in machines to aid staff with efficient usage
- Maintain the master list of user codes and supply as requested
- Be aware of ways to reduce costs on an ongoing basis
- Assist in the design and production of high quality teaching materials under the direction of the Head of Department

- To work proactively with curriculum staff to ensure that materials are available for teaching and learning
- To file, index and maintain work originals as required
- To plan for regular or large jobs with the school calendar, eg prospectus, curriculum booklets, awards evening

Postal/Order Duties

- To manage the handling of all incoming post for the school in a timely manner.
- To manage the receipt of all orders to the school, advising Finance of any discrepancies and following school procedure for processing to departments
- To advise departments of receipt of their order and arrange delivery to relevant storage facility
- To assist Finance with the return of any ordered items
- To manage the internal stationery orders

Clerical/Administration Support

- To provide general clerical and administrative support as directed by the Office Manager
- Production of letters, lists, leaflets, etc using Microsoft word and excel
- Support with preparation for school events
- Filing
- Stock takes for stationery/hospitality/medical equipment

General Duties

- Work flexible hours from time to time to attend/support evening events
- Attend and participate in relevant meetings and training/development activities as required
- To be a trained first aider, administering first aid to staff and students as required
- To be a fire marshal
- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities
- To undertake such other duties, training and / or hours of work as may be reasonably required and which are consistent with the general level of responsibility of the post.
- To undertake health and safety duties commensurate with the post and / or as detailed in the Directorate's Health and Safety Policy
- To support at all times the Catholic ethos of the school by promoting the agreed vision and aims and setting an example of personal integrity and professionalism
- To adhere to the School's policies as outline in the staff handbook
- Other duties as may be determined from time to time within the general scope of the post. Duties and responsibilities outside of the post will only be required with the agreement of the post holder

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head of School to reflect or anticipate changes in the job commensurate within the grade and job title.

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Information for Candidates

How to Apply

All candidates should complete the schools application form, including a personal statement outlining how they meet the requirements for the role.

CVs cannot be accepted.

Information about the school

Further information about the school can be found on the school website www.st-augustines.worcs.sch.uk

Visits to the school

Potential applicants are welcome to visit the school, please call 01527 550400 to arrange a visit or contact Mrs Ann Eaton, Office Manager on eatona@saintsa.co.uk

Application deadline

Closing date for applications is **12.30 pm Thursday 27th September 2018**

Applications

Completed applications should be emailed to Charley Evans at evansc@saintsa.co.uk
Or posted for the attention of Mrs C Evans to
Saint Augustine's Catholic High School, Stonepits Lane,
Redditch, B97 5LX

Interview candidates will need to provide evidence of;

Right to work in the UK
Photograph ID (current passport or driving licence)

Successful candidates will need to;

Complete an Enhanced DBS check and obtain satisfactory clearance
Provide confirmation of qualifications
Provide ID to confirm address

