
Exeter School

Exeter School invites applications for the post of

**REPROGRAPHICS ASSISTANT**

***Applications will close at midday on Monday 26th June***

***Interviews will be held on Tuesday 4th July***

***Employment to start by September 2017***

Exeter School is an independent, fee-paying, co-educational school for ages 7-18, with 910 pupils, 715 of whom are in the Senior School. The School has an excellent record in the academic, sporting and extracurricular areas. It values its links with the local communities and many School facilities are used by local groups. It stands in 25 acres of ground in an open position less than a mile from the city centre. The School employs over 180 people, including 119 teachers.

**The Vacancy**

Exeter School is seeking a Reprographics Assistant to work the following hours on a term time only basis\*:

**Monday through to Friday 8.30 am to 1.30 pm with a 30 minute break.**

\*A small number of additional paid hours will be offered during the final weeks of the summer holidays each year.

There is some flexibility in the hours and the start date if required.

**Principal Role**

The principal role is to provide support to the Reprographics Supervisor in providing reprographics and resources services to both pupils and staff. You will be responsible to the Reprographics Supervisor.

This is a busy, customer-facing role, which involves a mixture of deskwork with moving around the office and school site, and working with people and photocopiers. You will have:

* High level communication and people skills, with a good personal manner
* Excellent organisational skills and punctuality
* Good computer skills (some experience of Microsoft Office, Adobe InDesign and managing PDFs is highly desirable; training will be provided)
* The ability to work under pressure to short deadlines
* High standards in your work, with excellent attention to detail
* The ability to maintain confidentiality when working with sensitive documents and/or information

Qualifications and/or experience(s) in these areas are desirable but not essential.

**The following is a guide to the primary tasks; it is not meant to be an exhaustive list:**

**Primary Tasks**

Working with the Reprographics Supervisor to oversee the day-to-day operations of the Reprographics Office and the school’s Reprographics Job Request system. This involves:

* Photocopying, printing and collating papers, booklets and similar items, laminating and guillotining as required, for members of staff with a standard turn-around time of one working day, or sooner when feasible, and delivery of completed work to agreed locations around school. This will also involve formatting and preparing documents ready for print.
* Personal and telephone contact with staff and pupils, and occasionally with parents, visitors and a range of suppliers and contractors.
* Ordering stationery (for classroom and non-classroom use) for the school, and maintaining an appropriate level of stock.
* Keeping a small cash float to receive payment for any personal printing work that may be undertaken.
* Maintaining and basic servicing of the School’s reprographics equipment and ordering associated consumable materials.

Managing the School’s stock of digital cameras and video cameras for issue to pupils and/or staff as required. This involves:

* Ensuring these resources are appropriately maintained and ready for use.
* Keeping appropriate records of their usage.

**Additional Tasks**

Occasional assistance with the compilation and design of marketing and advertising material, posters, newsletters, programmes and other printed material for School and school-related events.

From time to time, general administrative and maintenance support including the non-academic aspects of pupil administration (e.g. helping to answer calls on a busy phone system, helping with general enquiries from parents and pupils) and helping with routine tasks around the School.

Some or all of these activities will involve visits to other offices and locations across the entire School site.

**CONDITIONS OF SERVICE**

**Remuneration:** The basic salary will be dependent on qualifications and experience. This is reviewed on 1st September annually, in common with all Exeter School employees.Salary is paidin arrears via BACS to a nominated account at monthly intervals by the last day of the month.

**Hours of work:**  The normal hours of work, up to a total of 22.5 hours per week, are 8.30am to 1.30 pm, Monday to Friday inclusive, with a 30 minute break. Lunch is provided free of charge during term time only. Some work outside of these hours, for which time off in lieu will be given, will occasionally be required.

A small number of additional paid hours will be offered during the final weeks of the summer holidays each year.

**Holidays:** The post holder is entitled to 16.5 days paid holiday, in addition to Public Holidays, at times to be agreed in advance with the Reprographics Supervisor. The holiday year runs from 1 September until 31 August.

**Pension:** The post holder will be eligible to join theSchool’s group personal pension scheme after three months in post. Currently, the School contributes 8% of salary (13% after five years), and the employee 3.5% (8% after five years).

**Probation:** You will be on probation for a period of three months, during which time two weeks’ notice will apply to both parties.

**Sickness absence**

Statutory Sick Pay will be paid subject to the following conditions: for absences of seven or fewer calendar days, a completed self-certification form is required; for absences of more than seven days a fit note stating the nature and likely duration of the sickness is to be obtained by the eighth day of absence and sent to the Bursary. For the purpose of calculating statutory sick pay, ‘qualifying days’ are those days on which the employee is normally required to work.

**Child Protection**

Exeter School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening, appropriate to the post, including checks with past employers and the Disclosure and Barring Service.