

## **JOB DESCRIPTION**

<b>Job title:</b>	Administration Apprentice (Reprographics) – Level 3
<b>Reporting to:</b>	Apprentice Team Manager
<b>Hours of work:</b>	36 hours per week
<b>Salary:</b>	£10,000 per annum

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### **Main responsibilities:**

- Assist in the administration and delivery of the reprographics services to all curriculum and support areas, to support teaching and learning.
- Support the college administrative functions in producing specialist high quality documents and publicity materials.
- Operate the college's reprographic machinery, carrying out all types of reprographics work (e.g. photocopying, scanning, laminating, binding).
- Assist in the efficient day to day operation of the reprographics stationery service, providing excellent service to staff and students.
- Assist in ensuring reprographics service coverage is maintained and service level agreement parameters adhered to.
- Undertake training to enable you to become fully conversant with all software used on copying devices and in the safe use of machines used in reprographics.
- Carry out basic maintenance and troubleshooting of all Multi-Function Devices (MFD) in college.
- Undertake the replacement of waste toner and toners of all MFD devices in various locations across the college.
- Respond to MFDs paper jams and other 'error reports' according to the manufacturer's instructions; dealing with them methodically and escalating unresolved faults to the Reprographics Officer in the first instance.
- Assist in identifying items that need re-ordering following the existing purchase order procedures.
- Attend meetings as appropriate to keep up to date with developments.

### **General duties and responsibilities:**

- Assist with general college administrative tasks as required. This may include preparing and sending letters; tracking student attendance and work; administration of trips and visits, minute taking at meetings when required.
- Support events and special activities as directed by the Apprentice Team Manager.
- Supervise students when required e.g. in classrooms, workshops, during trips and examinations.
- Provide cover at the college reception when required.
- Undertake any staff development relevant to the needs of the post.
- Comply with Health and Safety regulations associated with your employment.
- The college has a strong commitment to achieving equality of opportunity to the students and in the employment of people. It expects all employees to understand, comply and promote its policies in their own work, and to undertake any appropriate training.
- Work within the requirements of the college's established 'Key Features of an Outstanding Programme/Support Area' which reflect the college's operational aims and objectives.
- Maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Maintain an awareness of Safeguarding Children and undertake training as required
- Contribute to quality assurance in the college through participation in performance review.
- Carry out any other duties commensurate with the grade and general responsibilities of the post.

### **Other Information**

**Contract/Hours:** This is a full time fixed term post. The working hours will be 8:30 a.m. to 4:30 p.m., Monday to Friday.

The post holder will be given study leave to attend college and work towards a level 3 apprenticeship.

## PERSON SPECIFICATION

### Administration Apprentice (Reprographics) – Level 3

Criteria for Selection	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE English and Maths grade A - C or equivalent, or able to demonstrate this level of literacy and numeracy</li> </ul>	
<b>Experience</b>		<ul style="list-style-type: none"> <li>Experience of working in an office environment</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Excellent communication skills both oral and written</li> <li>Excellent attention to detail and high levels of accuracy</li> <li>Ability to use own initiative</li> <li>Ability to maintain confidentiality and handle sensitive data appropriately</li> <li>Effective IT skills</li> <li>Ability to organise and prioritise own workload</li> <li>Ability to work in a supportive and patient manner with students</li> <li>Ability to develop good working relationships with students and colleagues</li> <li>Ability to demonstrate a flexible approach to work and changing priorities</li> <li>Ability to work effectively within a team</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>Awareness and commitment to equality and diversity, safeguarding and health and safety</li> </ul>	