



Job Description

Job Title:	Reprographics Administrator
Department:	Administration
Reporting to:	Office Manager
Grade:	NJC Scale Point 5 - 6
Hours:	22.5 hours per week (9:00 – 13:30 each day)

General Description

To provide reprographic, clerical and administrative support to the general office and provide other administrative support for the wider school.

Key Tasks:

- To provide a high-quality central reprographic service for the school.
- To ensure a reliable and timely response to reprographic orders from teaching and support staff and school leaders.
- To provide support with reformatting documents and print orders to meet the requirements of students with special educational needs.
- To maintain and operate the school's reprographic and printing equipment.
- To restock reprographics machines around the school routinely.
- To operate reliable systems to ensure that documents are printed, collated, stapled and bound economically and efficiently.
- To liaise with reprographics engineers to place appropriate orders for repairs and consumable materials.
- To maintain appropriate records and internal charging arrangements for reprographic work.
- To undertake general administrative, secretarial and office duties as appropriate and as required including reception, dealing with staff, students, visitors, contractors etc.
- To sort and distribute mail daily.
- When required to cover for other members of the Admin/Office Team
- To perform any other administration/clerical tasks that the Office Manager feels are appropriate to maintain the smooth running and efficiency of the general office and wider admin support team.

General Duties and Responsibilities

- To provide friendly, professional and effective first point of contact in the School Office for callers, students and staff.
- To answer telephone calls at reception if needed, and deal with any enquiries or refer to other staff as appropriate.
- To identify any potential process improvements in order to increase efficiencies throughout school.

Other Duties

- To provide support when required to the Office Manager.
- To play a full part in the life of the School community, to support the School ethos and to encourage staff and students to follow this example.



- To actively promote the School's policies, engage in the appraisal process and seek professional development opportunities.

All staff are responsible for the implementation of the School's Health and Safety Policy as far as it affects them. The post-holder is also expected to monitor the effectiveness of the health and safety arrangements to ensure that appropriate improvements are made where necessary.

In addition to these specific responsibilities the post-holder may be required to undertake any additional responsibility that might reasonably be deemed to be part of the job.

All staff are responsible for promoting and safeguarding the welfare of the children and young people that they come into contact with during the course of the day.