|  |  |
| --- | --- |
| Trinity Academy Cathedral Job Description | Chart, sunburst chart  Description automatically generated |
| Job Title:  | Reprographics Administrator  |  |
| Job Scale:  | Scale 2  |  |

**BASIC JOB PURPOSE**

* To work as part of the administration and general office team to deliver a high quality reprographics service for students, staff and visitors to the academy, supporting teaching and learning.
* To undertake all duties associated with the academy’s reprographics service.
* To undertake, and carry out, work to a high and safe standard to contribute to the smooth and safe running of administration and reprographics functions.

|  |  |
| --- | --- |
| **Reporting to:**  | Admin Team Leader |
| **Responsible for:** | n/a |

**MAIN RESPONSIBILITIES**

|  |  |
| --- | --- |
| **1** | To undertake all duties associated with the school reprographics department, delivering an efficient and effective service. |
| **2** | Copying and reproducing documents in response to job requests. Distributing all work and planning deliveries to meet demands. |
| **3** | Deliver a quality reprographics service, by designing materials and producing resources, to a high standard. This may include reports, booklets, brochures, leaflets, newsletters and marketing materials etc. |
| **4** | To respond to all job requests, such as copying, scanning, laminating, binding, collating etc.  |
| **5** | To maintain adequate stock of supplies in the reprographics area and to service other areas in school. Arranging and monitoring stationery orders and sourcing best practice and suppliers.  |
| **6** | To monitor and arrange the maintenance of machines around school as necessary. |
| **7** | To manage the academy’s post system ensuring an efficient service.  |
| **8** | To assist staff when required with displays, providing appropriate materials and advising on branding. Sourcing materials and monitoring stock levels.  |
| **9** | To carry out all tasks, giving due regard to confidentiality of information and being vigilant to copyright issues.  |
| **10** | Assist with general office duties including producing mail merges, and other corespondence. |
| **11** | Deal with enquiries from students and staff, taking messages and ensuring that messages from parents and colleagues are communicated in a timely manner and to report to the Administration Manager, any problems that may arise from customer dissatisfaction. |

|  |
| --- |
| Other Specific Duties: |
| * All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, within and outside school.
* Treat all students with dignity, observe proper boundaries and understand that every adult in the academy has a responsibility to safeguard children and young people.
* To continue personal professional development as required
* Attend staff and other meetings and participate in staff training and development events as required
* To actively engage in the performance review process
* All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee’s current salary
* To work in the best interests of the academy, students, parents and staff
* To adhere to the academy’s policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety
* Undertake the role of a Form Tutor within the academy’s pastoral structure, and provide relevant and appropriate pastoral support
* To work flexibly, including some evening work, and to travel, as required, to meet the needs of the role
* To work at locations across the academy Trust, as required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.  |
|         \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Holder Name             \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Holder Signature             \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date      |
| **PERSON SPECIFICATION** |
| **Job Title:** Reprographics Administrator  |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & experience** | * A good standard of education including English and Maths
* Administration, office or reprographics experience
 | * At least 5 or more GCSE’s including English and Maths at grade c or above (or equivalent)
 |
| **Knowledge & understanding** | * Knowledge of office and administration skills
* Knowledge of MS office, including word, excel, publisher and PowerPoint
 | * Understanding of safeguarding and child protection issues.
 |
| **Skills & abilities** | * IT skills
* Work as an effective team member and apply given instructions
* Able to apply written and verbal instructions to equipment
* Able to accurately input information onto databases
* Able to organise, plan and complete tasks
* Able to work in a school environment, around children and young people
* High personal standards and able to provide a role model for students and staff
* Seek support and advice when necessary
 | * Willingness to develop own understanding through advice and training
* Think clearly in emergency situations
 |
| **Personal qualities** | * An excellent record of attendance and punctuality
* Prioritise and manage own time effectively
 | * Reliability, integrity and stamina
* Respect confidentiality
 |