



JOB DESCRIPTION

JOB TITLE: Reprographics Administrator

TERMS: Grade 3 Points 4-6

Part Time, 32.5 hours per week, term time plus inset plus 5 days

REPORTING TO: Senior Administrator & Business Manager

Purpose of the role:

To be responsible for the efficient operation of the reprographics position at the school supporting all aspects of the school curriculum and student's requirements.

To provide general administrative support to the school under the instruction of Business Manager and to assist in the efficient running of the school.

The post holder may be requested to undertake any but not necessarily all of the following duties. Duties required will be directed by the Business Manager, according to the school's needs.

The actual dates that the "plus days" attached to this position will be worked should be agreed following discussion and agreement with the Business Manager.

Main Duties

- To be responsible for working with and printing confidential documents.
- To provide an efficient reprographics service for all staff within school. This includes binding, laminating, booklets etc.
- Ensuring all work is prioritised within department's timescale.
- To meet with new staff to introduce and explain how the reprographics department operates and explain the services and resources available.
- Prepare quotes for bulk printing.
- To prioritise workload, work under pressure and ensure all copyright procedures are met.
- To manage bulk paper deliveries, stock levels and control and organise toner recycling.
- To be responsible for ensuring maintenance of all photocopiers around the school. Respond to breakdowns as required diagnosing faults and codes and to liaise with engineers for breakdowns and servicing.
- To be responsible for maintenance of all other equipment with reprographics

Essential Skills & Qualifications

- Required knowledge of IT and reprographic technology.
- Organised and methodical
- Ability to prioritise and meet deadlines

Essential personal attributes

- Ability to work as part of a team and on own initiative and with resilience.
- Self-motivating with the ability to multi-task
- To cope well under pressure and work to tight deadlines
- Good interpersonal skills, and the ability to enthuse and motivate others.
- Good interpersonal skills and ability to work with people at all levels.
- Flexible and adaptable

Practical Skills

- Ability to communicate with young people, both individually and in a group setting.
- Able to develop and maintain close links and work effectively with staff both within and beyond the school.
- Able to collate information and prepare quotes and reports.
- Confident basic user of ICT. Must be numerate and well organised.
- Good planning and organisational skills and a flexible approach to the management of work.
- Excellent communication skills both written and oral and the ability to communicate effectively with staff and students.
- Ability to prioritise own workload.

Staff Development

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To engage actively in the Performance Management Review process

Employee Responsibilities:

- To play a full part in the life of the school community, to support its distinctive ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies.
- To comply with the school's Health and Safety Policy and associated working procedures, undertaking risk assessments as appropriate.
- To comply with the School's Data Protection Policy and Code of Practice within the service area of the post.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.