

**Job Title:** Admin and Reprographics Assistant

**Reporting to:** PA to the Principal/Office Manager

**Grade:** Band 4

### **Overall Purpose of the Post:**

To provide administrative support to the academy.

To assist in the provision of an efficient and up to date reprographics and learning resources service to students and staff.

### **Main Duties and Responsibilities:**

- Maintain all reprographics machinery in a clean condition, undertaking routine maintenance, dealing with minor problems in accordance with the manufacturer's instructions.
- Advise teaching staff of the most appropriate and cost effective way of producing printed materials for use in the classroom. To assist in the production of classroom materials.
- Check returned items for condition, undertake routine repairs and refer for outside repair where needed.
- Provide information and advise pupils and staff on the use of resources.
- Where applicable, to organise and administer basic training sessions on the use of resources.
- Have day to day responsibility for the reprographics budget and order stationery and general stock as required within this budget, with assistance from the line manager.
- Maintain the office photocopier, logging maintenance calls and ordering replacement toners.
- Prepare materials for students to enable them to undertake independent learning.
- Provide administrative and clerical assistance to the Principal as delegated by the PA to the Principal.
- Provide day-to-day administrative and secretarial support to the academy, including audio and copy typing, and filing.
- To assist with display work in all parts of the academy, including mounting displays and other available resources.
- To work directly with curriculum departments regarding corridor and departmental displays and how these can be kept up to date and attractive.
- Provide confidential administrative support as required.

- Assist with internal and external meeting arrangements, including room and catering booking, preparation of agendas and papers, distribution of appropriate papers, and minute-taking as required.
- Administer the postal system, ensuring post is recorded appropriately.
- Answer incoming calls to the academy and direct them to the appropriate member of staff.
- Support the academy's Reception when required.
- Administer the student rewards procedure.
- Administer the Pledges process to ensure that Pledges are accurately collected, recorded and reported.
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation.
- Willingness to undertake First Aid duties.
- To comply with the School's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.
- Comply with academy policies and procedures at all times.

**Special Features:**

- 25 hours per week, term time only plus 2 days.

**Personal Contacts:**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.