



Job Description

Job Title: Reprographics Assistant

Reporting to: Business Manager

Grade: 2

Overall purpose of the post:

Providing resource support to the Core Management Team and curriculum staff.

A Reprographics Assistant is expected to work as part of the administrative support team, using Authority standard computerised office support systems in the delivery of appropriate and timely resources.

Efficient and effective service provided characterised by clear, accurate work, meeting deadlines, successful task completion, confidentiality and the ability to work on your own initiative.

Main duties and responsibilities:

- To provide an efficient and effective service for photocopying and associated tasks to meet the requirements of the whole school team.
- Calculation of and balancing of all reprographic work and provision of statistical information for recharges to departments.
- Requisition and receipt of goods, checking of deliveries and invoices.
- Control of the reprographics function to support the Head and staff in their day-to-day requirements (i.e. production of handbooks reports, exam papers etc).
- Maintaining stock levels to meet the demands of the school.
- Establishing contacts with suppliers of reprographics materials.
- Maintaining efficient running of machinery - arranging on-site support where necessary.
- Under the direction of Senior Leader, liaise with suppliers regarding new and improved equipment.

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;

- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

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.