

Job Title: Reprographics Assistant

Reporting to: PA/Office Manager

Grade: 3

Overall purpose of the post:

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

To advise on the most efficient and economic use of resource materials.

To provide professional and efficient administration support for the academy.

Main duties and responsibilities:

- To maintain all reprographics machinery in a clean condition, undertaking routine maintenance, dealing with minor problems in accordance with the manufacturer's instructions and ordering of toners etc.
- To 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.
- To check returned items for condition, undertake routine repairs and refer for outside repair where needed.
- To 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.
- Maintain the photocopiers, logging maintenance calls and ordering replacement toners.
- Preparing materials for students to enable them to undertake Independent Learning.
- To provide general clerical and administrative support
- To provide administrative support to the Principal and PA to the Principal as required;
- Be responsible for displays around the academy;
- Liaise with finance regarding recharging.

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;

- Respect confidential issues linked to home/students/teacher/academy work;
- Fire Marshall duties in the case of fire and/or emergency evacuation where 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, relevant health professionals.

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