

Administrative assistant with responsibility for reprographics

JOB DESCRIPTION

Objectives of the role:

To work with the administrative team under the instruction/guidance of the Central Team Leader to provide a full reprographics service to staff and students.

Organisation

- Photocopy material for school use including internal examination papers and other booklets and leaflets as required
- Finish copied items by trimming, binding or laminating
- Monitor the progress of the copying run and quality check samples
- Care and maintenance of resources equipment and ensuring that the department remains organised
- Ensure that the Reprographics room is kept in a clean and tidy manner, ensuring that all Health and Safety Regulations are adhered to
- Organise service and repair of equipment by liaising with outside agencies
- Perform basic equipment maintenance and cleaning
- Other relevant duties as may be reasonably requested by the Head of School

Administration

- Updating student printing accounts; costing jobs and cross charging departments; dealing with enquiries.
- Ensuring Copyright legislation is adhered to
- Staff training on use of multi-functional devices
- Production of signs/notices etc as required using Desk top publishing programmes
- Supporting other members of the Central Team with admin duties if required

Resources

- Be responsible for timely and accurate preparation, storage, maintenance and use of specialist equipment/resources/materials
- Stock control and ordering resources for the department

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

For all staff – You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety and that of others affected by what you do or do not do
- Co-operate on all issues involving health and safety
- Use work items provided for you correctly, in accordance with training and instructions
- Do not interfere with or misuse anything provided for your health, safety or welfare
- Report any health and safety concerns to your line manager as soon as practicable

(This job description is not intended to be exhaustive and it is expected that there will be other tasks to be agreed from time to time).

John Mason School is committed to Staff Development and to achieve this end all members of staff have an annual Staff Development interview with a colleague to look back over the past 12 months, review work and training needs and to look forward and plan personal development for the forthcoming 12 months.

All non-teaching employees are subject to a probationary period of 6 months. Employees are expected to prove their suitability for the job within their probationary period in terms of both conduct and competence.

Hours: 20 per week.
start time (to be discussed at interview) 4 hours per day
Plus 2 INSET days

Grade: 4

*Ref: Administration and organisation Level 1
National Joint Council for Government services "The Way Forward"*

April 2022

