



St Mark's West Essex Catholic School

Job Description

Job Title	Reprographics and Administration Assistant
Grade	Scale 4 Point 8-9
Reports to	Business Manager
Responsible for	N/A
Liaison with	Teaching staff, support staff, Headteacher, pupils.
Job Purpose	To provide an efficient and effective reprographic service to the school. To oversee work within the Department. To provide support with administrative tasks.
Principal Accountabilities	<ul style="list-style-type: none"> • To ensure that all printing and finishing for the school is presented correctly and completed within the agreed deadline. • To ensure that all machinery is kept clean and in good working order. • To provide support with administrative tasks, including covering Reception as required.
Duties	<ul style="list-style-type: none"> • Some DTP work. • To advise staff on presentation and costings of work. • To be responsible for ordering reprographics equipment and stationery and maintaining stock levels. • To undertake stock control of the Reprographics department supplies. • To contact external technicians in the event of a breakdown of machinery and to ensure that correct maintenance has taken place. • To record television and radio programmes as required. • To maintain daily, weekly and monthly figures of printing for departments and produce costings as required. • To support administrative tasks as required
General	<ul style="list-style-type: none"> • To undertake any training commensurate with the post. • To be aware of and comply with current copyright legislation relating to photocopying and audio-visual recording. • To participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>

PERSON SPECIFICATION REPROGRAPHICS AND ADMINISTRATIVE ASSISTANT

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience working in specialist area in learning environment. NVQ Level 2 or equivalent in specialist area
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid and general outstanding of the school
	Literacy	Ability to read and write technical reports
	Numeracy	Good numeracy skills
	Technology	Excellent working knowledge of equipment and ICT packages relevant to specialist area
Communication	Written	Ability to write reports, letters etc
	Verbal	Ability to use clear language to communicate complex information unambiguously. Ability to listen effectively
	Languages	Seek support to overcome communication barriers with children and adults. Knowledge of specialist terminology etc.
	Negotiating	Ability to negotiate effectively with adults and children
Working with children	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy
	SEN	Good understanding and support the differences in children and adults in relation to the role
	Curriculum	Good understanding of the school curriculum relevant to the role
	Child Development	Good understanding of how the role contributes to child development
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Ability to make a proactive contribution to the work of the team supporting children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children and other adults
	Team work	Ability to work effectively with a range of adults. Ability to motivate and inspire
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Time Management	Ability to plan and manage own time effectively
	Creativity	Demonstrate a highly creative approach to supporting learning
General	Equalities	Awareness of and promotion of equality

	Health & Safety	Good understanding of Health & Safety
	Child Protection	Highly developed understanding and effective implementation of child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role