

# Reprographics Administrator (part time)

## Trinity Academy

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### Job Description

#### Position Profile

Job title:	Reprographics Administrator
Responsible to:	Office Manager
Salary:	S17 to S21 £24,928 - £27,642 FTE (Actual salary 0.4: £8776 to £9728)
Start date:	As soon as possible
Hours:	15 hours per week. There is some flexibility in how these hours are worked. To be discussed at interview. Term time + 5 days Could also be combined with a SEN Administrator role, 15 hours per week.

#### Purpose of the role

To provide first rate reprographics support across our school staff. To support teachers in providing resources as smoothly as possible and maximising learning opportunities for our students.

#### Responsibilities of the role

- Set up a reprographics system that can be rolled out across the school
- To process reprographics requests for teachers in a timely manner
- To oversee the smooth functioning of all school reprographic machines, liaising with IT where necessary.
- Monitor paper usage across all school reprographic machines.

#### General Administrative support

- At times you may be asked to provide general administrative support to the professional services team, this may include tasks including but not restricted to copying, filing, letter writing, post etc

#### General

- Being aware of student safeguarding issues and referring information to the appropriate person when necessary.
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- Upholding and promote the ethos and reputation of the School at all times.

**Decision making:**

The post holder will primarily be operating within agreed limits and parameters in decision making for day to day operations. They will suggest improvements and implement initiatives.

**Working Environment:**

We are a new school that opened in September 2019 and moved into our new, state of the art £25 million building in September 2021. You will be joining an establishing operations and communications team as we continue to support the growth of the school, including the opening of our Sixth Form in September 2024.

The role will involve regular and frequent face to face contact with students, staff, parents/carers and members of the public. The post holder will be required to become familiar with the entire staff and site. Other duties may require the post-holder to attend school events in the evening, as agreed in advance.

**Contacts & Relationships:**

The post holder will be required to establish constructive working relationships with all members of the school community and partners. Confidentiality, professionalism and security of information are vitally important aspects of the role.

The duties outlined in this Job Description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This document does not form part of your contract of employment with the school.