

St Bede's Catholic College

JOB DESCRIPTION

JOB TITLE:	Reprographics and Administration Assistant
MANAGED BY:	Mrs M Cheshire, School Business Manager
GRADE:	Reprographics: 16 hours per week, BG5, point 3 £8,870 annually plus Administration Assistant: 8 hours per week, BG7, point 7, £4,577 annually
TIME:	24 hours per week from 08.30, over 4 or 5 days Term time including inset days plus 3 days in the summer holiday

It is the responsibility of all staff to contribute towards providing a great education for all pupils.

Purpose of the Job

Under the general supervision of the School Business Manager, take responsibility for the organisation of Reprographics within the college in order to ensure a good service for staff and to support the reception team at peak times

Key Job Outcomes

1. Main Tasks.

- Respond to a range of routine and more complex telephone and in person enquiries.
- Provide organisational and administrative support to the Vice Principal for the Home to College transport
- Compose, type and distribute routine and more complex correspondence as well as to prepare more specialist draft documents for approval as directed by the Senior Leadership Team.
- Undertake general office duties to include opening and sorting of post and filing.
- Assist with the uniform shop and preparing orders.
- Ensure secure handling of confidential data and information to comply with College policy and with the GDPR.
- Carry out photocopying including assessments, curriculum resources, brochures, booklets and all other required documents
- Develop ideas from staff to produce attractive material for classroom use, displays and presentations
- Assist in the production of worksheets, newsletters and display materials
- responsibility for maintenance of notice boards in the reception area and other general areas as well as labels for pigeonholes
- Library duty at lunchtime
- Keep abreast of modern technology relevant to the department and propose new equipment to provide a better service
- Laminating
- Carry out stocktaking duties
- Order Reprographic materials including paper, card and copier toner under the supervision of the School Business Manager
- Organise, negotiate prices and delivery of all consumable supplies and new/replaced equipment to ensure value for money
- Maintain the Reprographic equipment throughout the school, and maintaining sufficient stock of paper
- Provide a weekly check of equipment and monthly readings of machines to the supplier
- Provide a printout of machine usage monthly
- Administration of reprographic faculty codes
- Ensure that machines are maintained in good working order.
- Liaise with outside agencies regarding maintenance of equipment.
- Arrange maintenance and service calls when necessary and set up equipment as

appropriate.

- Advise the School Business Manager on possible improvements in order to provide a more efficient service
- To carry out any other duties commensurate with this grade, under the direction of the Principal in order to ensure a good service provision and to facilitate the smooth running of the school.

This job description sets out the key outcomes required and will change regularly in order to meet the needs of a developing place of learning. It does not specify in detail the activities required to achieve these outcomes.

General Accountabilities

- A. So far as reasonably practicable, the post holder must at all times promote safe working practices within their work areas.
- B. Support the Catholic character of the college at all times.
- C. Work in accordance with college policies and procedures.
- D. Ensure that the output and quality of work is of a high standard and complies with the high expectation of the college for all employees.
- E. The Governors are the employers of all staff within the college and they have adopted the Catholic Education Service Grievance and Disciplinary Procedures and Contracts of Services.
- F. All employees participate in an annual review of performance and agree development targets.
- G. Undertake training appropriate to developing the role
- H. The Line Manager for this post will be the Business Manager

This job description sets out only the key outcomes required. It does not specify in detail the activities required to achieve these and will change in order to meet the needs of pupils and the college.

July 2024