**Job Description**

**Post Title: Reprographics Assistant**

**Location: Derby Moor Spencer Academy**

**Salary/Pay Range: NJC2 – NJC6**

**Hours of work: 37 hours per week, 42 weeks per year (Term Time Plus 3 weeks)**

**Monday – Thursday 8.00am – 4.00pm (exclusive of 30 minute lunch break)**

**Friday 8.00am – 3.30pm (exclusive of 30 minute lunch break)**

**Reporting to: Principal via Office Manager**

**Purpose of Role**

* To complete all tasks related to reprographics work and offer general administration support as directed.

**Main Duties and Responsibilities**

**Part One: Reprographics and administration duties**

**Wider Professional Responsibilities**

* To make a positive contribution to the wider life and ethos of the school.
* To develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
* To contribute to school Quality Assurance processes, Self Evaluation and School Improvement Planning.
* To be part of the cover / buddy rota for Support Staff.
* To be part of the cover / buddy rota for First Aid provision (training will be provided)

**Reprographics and administration role**

* To complete all of the school’s bulk photocopying.
* To complete all photocopying as requested by members of the teaching and non-teaching staff.
* To manage the printing and distribution requirements of the school staff.
* To laminate resources as requested.
* To use PC-based software, such as Word, Excel, Publisher etc. to produce documents as required by school, including elements of graphic design.
* To administer the school’s ‘Lost Property’.
* To organise the process of photograph-taking by external organisations and bodies.
* To arrange quotations for transport for trips etc. and arrange taxis where appropriate.
* To manage the system for arranging staff teas.
* To maintain all equipment in the reprographics room and to include liaison with external maintenance staff.
* To provide usage data for cross-changing purposes. This entails accounting for resources, inputting and maintaining data on stock usage, service usage and analysing data from photocopiers etc.
* Arrange maintenance and repair of all reprographics and print management machines in school. Overseeing setup and installation of new photocopiers as required.
* To support with any administrative tasks linked to pupil data collection and annual consent forms in conjuncture with pastoral teams.
* To complete any other appropriate tasks as directed by the Office Manager.

**Part Two: Personal and Professional Conduct**

A Reprographics and Administration Assistant is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout their career.

A Reprographics and Administration Assistant uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

* treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a Reprographics and Administration Assistant’s professional position.
* having regard for the need to safeguard students’ well-being, in accordance with statutory provisions.
* showing tolerance of and respect for the rights of others.
* not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
* ensuring that personal beliefs are not expressed in ways which exploit students’ vulnerability or might lead them to break the law.

A Reprographics and Administration Assistant must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.

A Reprographics and Administration Assistant must have an understanding of, and always act within, statutory frameworks

**General**

* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
* Participate in the Trust Professional Performance Review process and undertake professional development as required.
* Adhere to all internal and external deadlines.
* Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
* Ensure that you act according to the principles of best practice, and in accordance with the requirements of the Keeping Children Safe in Education guidance, as issued by the Department for Education.
* Be aware of and comply with all Academy policies including in particular Health and Safety and Safeguarding.
* Participate in the Academy Appraisal process and undertake professional development as required.
* Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
* All job descriptions are subject to change as the needs of the academy changes.
* These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

**Additional Information**

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

**Name:**

**Signature:**

**Date:**