



Star

## STAR ACADEMIES

*Nurturing Today's Young People, Inspiring Tomorrow's Leaders*

### REPROGRAPHICS ASSISTANT

#### JOB DESCRIPTION

##### **JOB PURPOSE:**

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

##### **JOB SUMMARY:**

1. Be directly responsible to the school Business Manager for the daily organisation and management for the Reprographics Department.

##### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

#### **1. Reprographics**

- 1.1 Work closely with the Business Manager to ensure smooth operation of all matter regarding reprographics.
- 1.2 Be responsible for all whole school typing and printing other than confidential correspondence already handled by the PA to the chief executive.
- 1.3 Be responsible for typing, printing, collating and binding all school booklets.
- 1.4 Be responsible for typing, printing and collating of the school Prospectus.
- 1.5 Be responsible for typing Certificates of Merit.
- 1.6 Be responsible for monthly departmental paybacks re photocopying etc.
- 1.7 Be responsible for typing and collating of the school calendar.
- 1.8 Attend weekly admin briefings.
- 1.9 Work on occasions with other colleagues on specific tasks which require a team approach and generally to accept a flexible approach to all aspects of daily administration.
- 1.10 Undertake any other tasks that the head teacher or school Business Manager might reasonably ask after due consultation.
- 1.11 Be responsible for the monitoring and upkeep of the stationary stock.

#### **2. Other Responsibilities**

- 2.1 Provide examination invigilation as and when required.
- 2.2 Cover reception Duties whenever necessary.
- 2.3 Prepare information for Award Assemblies.

- 2.4 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 2.5 Champion the Trust's values of 'Service, Teamwork, Ambition and Respect'.
- 2.6 Contribute to the wider life of the Trust and the Star community.
- 2.7 Carry out any such duties as may be reasonably required by the Trust.

### **3. Records Management**

- 3.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

*This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.*



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### PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview /Task
<b>QUALIFICATIONS</b>				
1.	GCSE in English and Maths at grades 'C' and above.	E	✓	
<b>EXPERIENCE</b>				
2.	Administrative within a public/private sector setting.	D	✓	✓
3.	Experience of managing administrative systems and procedures.	D	✓	✓
4.	Good knowledge of effective IT administration systems.	E	✓	✓
5.	Good knowledge of financial procedures and regulations.	D	✓	✓
6.	Ability to prioritise conflicting demands & thrive under pressure.	E	✓	✓
7.	Ability to take a problem-solving approach to tasks, and develop well thought through, valid and financially sound solutions.	E	✓	✓
8.	Ability to be flexible and able to respond to the unexpected in a calm and reassuring manner.	E	✓	✓
9.	Ability to use computer systems, including word processing skills to produce tables, spreadsheets and reports.	E	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
10.	Ability to use management information systems; and be able to transfer the experience of using one system to another similar system if needs be.	E	✓	✓
11.	Ability to build and maintain effective working relationships with a wide variety of people.	E	✓	✓
12.	Ability to maintain strict confidentiality in all matters.	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview /Task
13.	Willingness to keep up to date on relevant policy and procedures in line with the duties identified in the job description and any other educational / academies' developments.	E	✓	✓
<b>PERSONAL QUALITIES</b>				
14.	Highest levels of integrity and probity and a commitment to highest levels of effort, endeavour and focus on standards.	E	✓	✓
15.	Effective communicator, able to build and sustain positive relationships with all stakeholders in the community.	E	✓	✓
16.	Adaptability to change and embracing of innovation and creativity.	E	✓	✓
17.	Energy, vigour and perseverance.	E	✓	✓
18.	Committed to the professional development of colleagues and self.	E	✓	✓
19.	Commitment to the pursuit of continuous professional development by oneself and others.	E	✓	✓
20.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
21.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
22.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
23.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
24.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
25.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
26.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓