



Rugby Free

Secondary School

## Job Description

<b>Post</b>	<b>Reprographics Assistant/General Administrator</b>
<b>Department</b>	Associate
<b>Reporting to</b>	Operations Manager
<b>Liaising with</b>	Senior Leadership Team, Teaching and Associate Staff
<b>Salary/Grade</b>	Associate Scale 2 £18,500 – £19,500 (20 hours per week, TTO plus 3 weeks, working hours are negotiable)

### About Rugby Free Secondary School

We are at the start of a very exciting journey and have worked extremely hard over the last year to create a culture of high expectations across the school, supported every step of the way by our Trust. This has been achieved through the development of strong and positive relationships with staff, students, parents and carers. Our reflective approach means we are always striving to improve in all we do and believe that mistakes are only an opportunity to learn.

Taking a broad holistic approach, we identify the barriers to learning that are likely to affect our students and work relentlessly to address them.

Our aim is for all students in our care to have the capacity to achieve their full potential and for our curriculum to nurture and develop each child's hidden talents throughout their time at RFSS.

It is an exciting time to be working part of the RFSS family and as part of our trust Learning Today, Leading Tomorrow. RFSS opened in 2016, we relocated to our brand-new purpose-built facility in February 2020 and secured 'Good' in our most recent Ofsted inspection (July, 2021)

The road hasn't been smooth, but it is a school committed to providing success for all its students and providing a workplace that supports its staff to ensure they are able to work to the best of their ability for our students every day.

You won't find teachers and staff anywhere else who are as committed to a school's purpose and supporting its success. Relationships are at the heart of RFSS and underpin our new core values and we are always looking for dedicated staff who share our ethos and demonstrate our values.

Please find below link to our website with the latest Ofsted report when we were graded as 'Good'.

<https://www.rugbyfreesecondary.co.uk/ofsted>

### Our Values are:

Kindness – The quality of friendliness, generosity, consideration, honesty

Collaboration – The belief that working and learning with others will lead to greater success

Curiosity – A strong desire to know and to learn

Resilience - The ability to recover quickly and learn from the difficulties we face

Respect - To appreciate the importance of understanding and admiration for others and self

Endeavour - The belief that hard work is needed to achieve something we can be proud of

## **Job Purpose**

To provide a full reprographics service to students and staff and help to promote a positive image of the school through the production of professional documents for both internal and external use.

## **Main Duties and Responsibilities:**

### **Reprographics**

- Open up the resources area at the beginning of the school day and prepare equipment for full use
- Review and action all online/paper form requests for reprographics on a daily basis
- Keep a record of all requests made to ensure it is clear when they have been actioned
- Meeting demand and quality required of multiple departments reprographics requirements
- Setting clear expectations regarding deadlines working to agreed timescales and prioritising of work
- Photocopy material for school use, including internal examination papers and other booklets and leaflets as required
- Photocopy students work as requested, ring bind assessment folders, laminate sheets and advise on the presentation and layout formats.
- Finishing copied items by trimming, binding or laminating as required
- Monitor the progress of the copying run and quality check samples
- Record reprographic usage and provide information for recharging departments and individuals for reprographic services
- Monitor the use of photocopying paper by departments and supply monthly records to the finance office when needed
- File and up-date school documents e.g. school maps, report cards, general information
- Ensure that the reprographics room is kept in a clean and tidy manner ensuring that all Health and Safety regulations are adhered to
- Liaise with the Finance department regarding the ordering of paper and materials as and when required and disseminate to departments as necessary
- Creating an inventory system so that supplies are always kept to optimum levels
- Completing regular stock checks of printing collateral and ensuring budgetary limits are adhered to
- Perform basic equipment maintenance and cleaning
- Responding to staff service calls and organise service and repair of equipment by liaising with outside agencies ensuring it does not cause any interruption to service. Preventative maintenance of equipment including organising call out for servicing, monitoring of response times, machines cleaned and calibrated and liaising with the Trust Strategic IT Manager or Operations Manager
- Complete training around GDPR and Copyright Law
- Ensure all Reprographics work is produced accurately and to specification
- Ensuring the Reprographics room is appropriately stocked with supplies such as paper, toner etc
- Along with the team, regularly review processes and look for opportunities to become more efficient.
- Support the development and production of communication materials and school publications such as the options booklets
- Comply with copyright rules and regulations
- Other relevant duties as may be reasonably requested by the Headteacher

### **General Admin**

- General administration duties to support associate and teaching staff
- Keeping up to date with incoming and outgoing emails and calendar
- Cover any associate staff absences when needed
- Deal with any internal and external communication of information appropriately
- Word processing, spreadsheet production, record keeping and filing as required
- Production, printing and circulation of reports as required
- To provide immediate assessment and First Aid treatment arising from accidents, illness and incidents as and when required

- To design and produce displays

#### **Other**

- Undertake training, update or review sessions as required
- Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the Head of centre/SLT responsible for examinations, for example:

#### **Professional Development**

- To take responsibility for continuing your personal professional development
- To take part, as appropriate, in the Trust professional development programme
- To engage actively in the Performance Management Review process
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others and from evidence

#### **Safeguarding**

- All Rugby Free Secondary School staff have a part to play in supporting the school's ethos, understanding pupil safeguarding requirements and promoting the best possible image to parents and prospective parents.
- Staff are encouraged to take a part in whole school development each year
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Attend relevant meetings as required

#### **General responsibilities of all Rugby Free Secondary School Staff:**

- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- Employees are expected to adhere to the School's agreed Code of Conduct
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified

*This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.*

*The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.*

*The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition. This job description is current at the date shown but in consultation with the post holder may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.*

If you feel that you could bring further impetus to our drive to improve the provision for our students and have the necessary energy, enthusiasm and sense of humour to take us forward at this exciting time, then please get in touch.

To arrange an informal discussion or visit to the school, please email;  
[baljit.mander@rugbyfreesecondary.co.uk](mailto:baljit.mander@rugbyfreesecondary.co.uk)

#### **To apply, please, either use**

- the quick apply function on the TES website; <https://www.tes.com>

or

- **complete the application form on our website;** <https://www.rugbyfreesecondary.co.uk/vacancies>

We reserve the right to withdraw this vacancy at any time.

**Closing date for applications: Friday 8<sup>th</sup> October 2021**

**Interview date: w/c 18<sup>th</sup> October 2021**

*Learning Today, Leading Tomorrow (LT2) is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

*LT2 is always happy to receive speculative applications from excellent teachers and support staff.*