

Reprographics Officer

Job Description

Job Title:	Reprographics Assistant
Reports to:	Receptionist
Location:	John Flamsteed Community School, Derby Road, Denby
Salary & Hours of Work:	Part-time, 20 hours a week. 39 weeks a year, term-time only. Scale 2.
Core purpose:	• To support the provision of administrative services to the school as part of the administration team • To ensure that the school's reprographic function runs effectively, ensuring a cost-effective service • To cover reception duties where required • To administer first aid, where required

Main Responsibilities of the Job

Reprographics

1.	To ensure all reprographics orders are carried out in an organised and timely manner.
2.	To use own initiative to develop and maintain a system that is fit-for-purpose, timely and high quality.
3.	To work flexibly to ensure that any high priority or urgent jobs can be incorporated into the reprographic schedule where required.
4.	To monitor reprographic stock to ensure a consistent service, authorise invoices and resolve subsequent queries.
5.	To ensure maintenance of reprographic equipment is undertaken, dealing directly with maintenance and repair companies to ensure minimum impact to the school.
6.	To support teaching and non-teaching staff with the production of printed items to enhance whole-school initiatives (e.g. rewards, certificates etc).
7.	To complete word-processing for staff, including worksheets for lessons, letters etc.

Wider Responsibilities

1.	To provide additional support to the Business Operations Assistant with communication home.
2.	To be a nominated first aider.
3.	To arrange first aid packs for school trips.
4.	To assist with the booking of coaches for school trips.
5.	To assist with any administration around work experience, as required.

Other Responsibilities

1.	To cover the reception area when required, representing the school in a welcoming and professional manner at all times.
2.	To distribute all relevant school-related information to the appropriate members of staff.

3.	To comply with the requirements of Data Protection, Health and Safety, Equal Opportunities, Financial Procedures and other relevant legislation and school policies.
4.	To undertake any other duties which may reasonably be regarded as within the confines of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

John Flamsteed Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to support the school in the delivery of this. All staff must have the right to work in the UK and will be subject to a DBS check prior to taking up appointment.

Reprographics Officer

Person Specification

Please note that only applicants who can demonstrate that they meet the criteria in the person specification are likely to be shortlisted for interview. Applicants should be able to demonstrate how they meet the core criteria relevant to the post.

Criteria	Essential	Desirable	Application	Interview
Experience				
Experience of dealing with the operations of reprographics	✓		✓	
Work experience in a school environment		✓	✓	
Experience in administrative duties	✓		✓	
Qualifications, training and CPD				
Relevant training in Microsoft packages		✓	✓	
Proven record of CPD in areas relevant to the post		✓	✓	
English and Maths GCSE (or equivalent) at grade C / 4 or above		✓	✓	
A thirst for acquiring knowledge, training and learning quickly to be successful in post	✓		✓	✓
Knowledge and skills				
Excellent digital literacy, including typing	✓		✓	
Sound literacy and numeracy skills	✓		✓	
Knowledge of school-related MIS		✓		✓
Good attention to detail	✓		✓	
Ability to make effective use of ICT and resources	✓			✓
Able to take personal responsibility for organising, prioritising and managing own workload	✓			✓
Personal qualities and attributes				
Good written and verbal communication skills; able to relate well to school staff, parents, carers and students	✓		✓	
Ability to develop positive working relationships	✓			✓
Personable and friendly manner; willing and helpful	✓			✓
Able to work accurately and to deadlines, work effectively under pressure and maintain confidentiality	✓		✓	

Criteria	Essential	Desirable	Application	Interview
Strong commitment to personal development through CPD	✓		✓	

In addition to the above, you will have the right to work in the UK and will also be expected to demonstrate how you meet the following general criteria:

- Committed to safeguarding and promoting the welfare of children and young people
- Ability to relate well to children and young people
- Ability to work effectively in a team and relate to all people
- Ability to stay focused whilst being able to problem solve and use own initiative as appropriate
- Ability to organise, prioritise and complete tasks efficiently and effectively
- Ability to communicate effectively and to impart knowledge clearly for the benefit of others
- Flexible, adaptable and professional approach to work
- Openness to new ideas
- Punctual, reliable and an ability to keep to deadlines
- Ability to maintain confidentiality

We reserve the right to ask candidates who are shortlisted for interview to verify any statements made on their application form.