

**LAWRENCE SHERIFF SCHOOL**

**Home of the Coventry and Central Warwickshire Teaching School Hub**

**RUGBY**

**JOB DESCRIPTION**

**Reprographics Assistant**

**Line Manage**r: PA to the Senior Leadership Team

**Salary:** Scale C, points 3 - 4 (£22,737 - £23,114 FTE)

The appointed candidate will be placed on the starting point of the pay scale, with annual increments awarded until the top of the scale is reached.

**Hours of work:** 15 – 20hours per week, 39 weeks per year (term time and training days)

A minimum number of hours will be required each week with additional hours to be worked in accordance with work volume.

**Post Objectives**

The post is to provide an efficient photocopying, printing and print finishing within the reprographics office. You will also be required to assist with occasional administrative and clerical duties. Good ICT skills are essential.

**Note: This is a broad description of the types of duties/activities expected at this level, for illustrative purposes. This is not intended to provide an exhaustive list of duties.**

**Safeguarding and Confidentiality**

All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school’s Child Protection and Safeguarding Policy and Staff Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

All staff are required to obtain an Enhanced Disclosure and Barring Service check (DBS check) on appointment and will undergo induction and child protection training, with regular updating.

1. Responsibilities

**Main Duties**

* Photocopying, printing, scanning, binding, laminating.
* Arrange for service engineers to sort out any machine breakdown/fault.
* Maintain stocks of paper and other reprographic materials.
* Assist staff in the design and development of general and curriculum materials such as brochures, handouts posters, booklets etc. as requested through use of the school’s reprographics equipment.
* Record work undertaken by the reprographics department to ensure accurate internal monitoring.

**General**

* Attend required meetings and training sessions.
* Follow safeguarding and child protection procedures and promote the welfare of students.
* Follow school policies, practices and procedures.
* Ensure that all duties and services provided are in accordance with the school’s Equal Opportunities Policy.

1. Complete all tasks to the highest possible standard.
2. Be punctual and discreet.
3. Work on own initiative.
4. Report any issues or incidents to your appropriate supervisor.
5. Undertake any other duties/reasonable tasks that are within the spirit and the scope of the job purpose and its grading and as directed by the Headteacher.
6. Maintain confidentiality regarding matters relating to staff, students and other information related to the operation of the school.

The above list is not a definitive guide to the duties associated with the post. The post holder will have the opportunity to develop the role and take on new challenges, and is suitable for someone looking to develop their career within a busy school environment.

**PERSON SPECIFICATION – Reprographics Assistant**

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|  | **Essential** | **Desirable** |
| **Qualifications** | A good general education, including English and Mathematics |  |
| **Experience** | Possess good IT skills | Experience of working in a school environment  Working in a busy office environment  Working knowledge of Microsoft Office |
| **Skills and**  **Aptitudes** | Ability to prioritise workload and job requests, particularly during busy periods  Ability to work both independently and as part of a team  Ability to maintain confidentiality  An effective communicator with good written and spoken English  Good organisational skills  Good time management skills |  |
| **Personal**  **Qualities** | Good written and verbal communication skills  Flexible  Discreet  Organised  Reliable |  |