

Job Title: Reprographics Assistant

Reporting to: PA to Principal/Office Manager

Grade: 2

Overall purpose of the post:

To provide an efficient and up to date reprographics and learning resources service to students and staff.

To provide professional and efficient administration support for the academy.

Main duties and responsibilities:

- To photocopy materials for staff and students, including internal exam papers, booklets and leaflets as required;
- To maintain all reprographics machinery/photocopies in a clean condition, undertaking routine maintenance, dealing with minor problems in accordance with the manufacturer's instructions, and ordering of toners etc.;
- To inform teaching/support staff of the most appropriate and cost effective way of producing printed materials;
- To order stationary and general stock as required;
- To provide general clerical and administrative support;
- To be responsible for displays in the academy;
- Liaise with the finance department regarding recharging.

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;

- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools, relevant health professionals.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the academy.