



Robert Blake School  
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## **POST: Reprographics & Administration Assistant**

### **REPORT TO: Senior PA**

#### **Contract Information:-**

- **Salary: Grade 14 = £25,185 - £25,989 (£21,567 - £22,255 actual)**
- **Working Weeks: Term time + all INSET days**
- **37 hours a week (8.30 to 4.30 p.m. & 8.30 - 4.00p.m. Friday) or similar by negotiation**

#### **Main Purpose of Job:**

Provide high quality reprographics service and administrative support to the whole school as part of the School Administration Team.

#### **Main Responsibilities and Duties:**

- To operate a range of reprographics equipment (photocopiers, laminators, binding machines etc...) in order to produce a range of documents of high quality finished products.
- To carry out regular, basic maintenance, including changing toner, clearing paper jams and performing checks on reprographic equipment. Arrange for repairs as necessary to ensure smooth operation of equipment.
- To order stock and maintain stock control including regular daily checks and replenishing of printers around the school site.
- To advise and train other members of staff as appropriate on the use of equipment.
- To provide monthly reports and logs to allow finance staff to recharge departments for reprographics usage.
- Provide routine clerical support e.g. filing, emailing, complete routine forms.
- Provide cover and assistance as part of the School Administration team.
- Maintain manual and computerised records/management information systems.
- Undertake typing, word-processing and other IT based tasks as required.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To take responsibility in conjunction with their line manager for their own professional development and to participate in staff training when provided.
- Any other tasks commensurate with the post.

<b>Facts and Figures:</b>
Robert Blake School is an 11-16 Secondary School with approximately 1040 students and 140 staff. The school serves an area of high deprivation, with numbers of pupil premium, and SEN students well above Somerset and national averages.
<b>Problem Solving and Creativity:</b>
Dealing with tight deadlines, reacting to a variety of requests and frequent interruptions to work, which may result in changing priorities.  Required to be highly organised, and able to use initiative in determining the best way to present certain information, including the creative use of available software.
<b>Decision Making:</b>
Works within guidelines, policies and procedures answering routine/normal queries, referring more difficult decisions to the Senior PA.
<b>Physical Effort and Working Conditions:</b>
Normal school working environment with frequent and prolonged use of ICT. Works mainly in the reprographics office.
<b>Contacts and Relationships:</b>
Daily contact possible with a number of school staff, via email or in person as required. Regular contact with the suppliers.
<b>Knowledge, Skills and Experience:</b>
Personal attributes to include good communication skills, flexibility, ability to use own initiative, accuracy, ability to prioritise workload, ability to work as part of a team, be organised, reliable, tactful and confidential.  Word processing skills with school or office background. Excellent working knowledge of Word & Publisher. An understanding of Arbor an advantage although training would be provided.  A minimum qualification of 5 GCSEs (A* - C) including English and Maths or equivalent.