

Job Description and Person Specification



Job Description

Job Title:	Reprographics Assistant
Scale:	Grade 3 (4-6) £18,933 to £19,698 (Pro rata to hours and weeks worked).
Hours:	37 hours per week.
Contract type:	Permanent, Term time only.
Responsible to:	Office Manager
Focus:	To assist in the provision of an efficient and professional service across the school and wider Trust, in accordance with agreed Trust policies and procedures, to ensure delivery of a first class service.
Generic responsibilities	<ul style="list-style-type: none"> • Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure; • To model the values, ethos and vision of the Trust; • To maintain at all times the utmost confidentiality with regard to all financial reports, records, personal data relating to staff, pupils and other information of a sensitive or confidential nature.
Specific responsibilities for this post:	<ul style="list-style-type: none"> • To assist with the production of promotional materials including prospectus, brochures and newsletters. • To assist with reprographics including the supervision of resources. • To control and monitor stock of reprographics resources (toner, paper etc. and school supplies). • To assist in taking delivery of all supplies and redistribute to appropriate departments. • To word process letters and other documentation for staff as required. • To assist with the creation and maintenance of displays. • To provide reception/ office cover as and when required. • To maintain high standards of reception and telephone skills when communicating with outside agencies, parents/carers, governors, staff and students. • To assist with hospitality. • To provide cover for the school reception/ office as required.
General:	<ul style="list-style-type: none"> • Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure. • To model the values, ethos and vision of the Trust. • To contribute to the overall ethos, work and aims of the Trust. • To maintain at all times, the utmost confidentiality with regard to all records, personal data relating to staff, pupils and other information of a sensitive or confidential nature. • Attend relevant meetings as required. • Be aware of and comply with policies and procedures relating to safeguarding, child protection, confidentiality and data protection, reporting all concerns to an appropriate person. • Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times. • Be aware of, and support, difference and ensure that all pupils have access to opportunities to learn and develop. • Maintain good relationships with colleagues and work together as a team. • Appreciate and support the role of other professionals. • To attend any training courses relevant to the post, ensuring continuing, personal and professional development. • Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

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Special conditions:	<ul style="list-style-type: none"> The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties. The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager. The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to. To carryout duties with full regard to the Trust’s Equal Opportunities and Dignity at Work Policy. An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before any appointment can be confirmed.
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The above duties and responsibilities are not an exhaustive definition of all the tasks associated with the post.

Personal Specification

		Essential	Desirable
Application	A well-structured letter of application indicating interests and strengths in the role.	•	
	Fully supported in references.	•	
Qualifications and Professional Development	5 GCSE (A*-C) including Maths and English or equivalent.	•	
	NVQ Level 2 (or equivalent) in relevant subject.	•	
Experience	Experience of working in a school or similar establishment.	•	
	Experience of working as part of a team.		•
Qualities & Values	Ability to operate a range of ICT equipment and other specialist resources.	•	
	Ability to proficiently use computer software including word-processing, spreadsheet, database and internet systems.	•	
	Working knowledge of relevant policies, procedures, regulations/legislation e.g. child protection.	•	
	Be articulate and able to converse confidently in a pleasant and professional manner.	•	
Personal Attributes	Initiative and ability to prioritise one’s own work and make informed decisions.	•	
	Able to follow direction and work in collaboration with line manager.	•	
	Able to work flexibly to meet deadlines and respond to unplanned situations.	•	
	Efficient and meticulous in organisation.	•	
	Desire to enhance and develop skills and knowledge through CPD	•	
	Commitment to the highest standards of child protection and safeguarding.	•	
	Recognition of the importance of personal responsibility for health and safety.	•	
	Commitment to the school’s ethos, aims and its whole community.	•	

Assessment against the criteria outlined above will be through the Application Form, Letter of Application, Work Related Assessment, Interview Process and References. Any relevant issues from references will be taken up at interview.