



Reprographics Assistant -National C of E Academy

Salary and Hours

Salary: NJC Salary Scale – Grade 3

Scale Point 5 – 7

Salary will be pro-rated based on the number of hours and weeks worked per year.

Hours: 15 per week, Term Time Only

(Usually three hours a day, worked between 08:30am and 11:30am but negotiable)

Job Description

Daily Direction from: Deputy Business Manager

All Support Staff are managed overall by the Academy Business Manager

General Information:

- To manage the Reprographics Room.
- To produce and coordinate the printing and copying of documentation, which may include lamination and other specific copying requests such as binding and using the guillotine.
- To produce and coordinate the printing of staff and student ID cards using the bespoke printing machine.
- Maintenance of specialist equipment, check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs to relevant individuals/companies.
- Produce data as required for use within the academy by maintaining the academy reprographics database and liaising with finance to ensure reports are produced timely in line with expectations.
- Maintain records of faculty and individual spending and charge to relevant faculties.
- Monitor and maintain stock of paper and stationery supplies.
- Demonstrate and assist others in safe and effective use of specialist equipment/materials.
- Create and maintain a purposeful, orderly and productive working environment.
- Be aware of and comply with policies and procedures relating to health and safety, security and confidentiality, reporting all concerns to the appropriate person.
- Support faculties and individual staff in the preparation of booklets, worksheets etc.
- All other duties as delegated by line manager.

Additional Duties:

- To play a full part in the life of the National Church of England Academy, to support its distinctive aims and ethos and to encourage students to follow this example.
- To participate in training, staff review processes and professional development opportunities.
- To comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description.



- To undertake professional duties that may be reasonably assigned by the Deputy Business Manager / Business Manager.

Health and Safety

- It is an Employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.

Additional Responsibilities

- Undertake any other duties which may reasonably be regarded as within the nature 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.

General

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

- The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment, to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: _____ Member of Staff

Date: _____

Signed: _____ Principal / Business Manager

Date: _____