

JOB DESCRIPTION	
Job Title	Reprographics Assistant
Reports to	Office Manager
Grade	NJC Band 2 pt 9-13 (37 hours, Term Time only plus 4 weeks per year)

Purpose

To provide a full reprographic service to staff and students, both school and Adult Education.

ROLES AND RESPONSIBILITIES

- The provision of printing/reprographic materials to assist staff and students, both for school and the Adult Education section.
- Using IT resources and creativity to design and produce academy marketing materials, documents and booklets including the academy newsletter and year book.
- The ability to use safely and efficiently a variety of equipment, ensuring that it is kept in good working order.
- Determining the need for equipment and arranging purchase/hire where necessary.
- To be able to prepare a variety of documents using the Microsoft Office package and especially Publisher.
- To prioritise the workload to meet the requirements of staff.
- Using IT and research skills to create resources for departments.
- Maintaining a record of work undertaken in order to supply departments with accurate costings for their capitation budget.
- Ensuring adequate stocks of materials are always available for immediate use.
- First Aid responsibility including reporting as required (willingness to undertake this is desirable)
- Undertake switchboard/receptionist duties when required
- Undertaking any other duties which may be reasonably regarded as within the nature of the duties and responsibilities of the post/grade.

Signature of post holder _____ Date _____

Signature of line manager _____ Date _____

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the salary or job title.

PERSON SPECIFICATION

<u>Essential</u>	<u>Desirable</u>
Experience: <ul style="list-style-type: none"> • Experience of working in a busy office • Good interpersonal skills 	Experience: <ul style="list-style-type: none"> • Previous experience in an educational environment
Training/Qualifications: <ul style="list-style-type: none"> • Good standard of education, especially with regard to literacy and numeracy skills • IT Qualification • Willingness to obtain a First Aid qualification 	Training/Qualifications: <ul style="list-style-type: none"> • First Aid qualification
Knowledge of: <ul style="list-style-type: none"> • Office Procedures and working practice • Microsoft Office • Image editing software 	Knowledge of: <ul style="list-style-type: none"> • SIMS programme • InDesign or Photoshop
Skills: Ability to: <ul style="list-style-type: none"> • Work calmly under pressure • communicate clearly orally and in written form with a variety of staff • be creative • to work collaboratively with others • work to specified time lines 	
Other: <ul style="list-style-type: none"> • Self-motivated • Committed to supporting staff and students • Committed to Equal opportunities • Enthusiastic • Flexibility • Enhanced DBS Check • Able to contribute to an inclusive Academy ethos 	