

**Job Description**

**Reprographics Assistant**

PART TIME – preferred 25 hours per week.

(5 hours per day with some flexibility for the right candidate including on number of hours)

Term time only + 1 week in the summer

FULL TIME option available to also support within the main office.

Under the relevant heading, the Reprographics Assistant will :-

Management

assist the Reprographics Officer in the day-to-day running of the reprographics and communication service

maintain an effective print production service and ensure the smooth completion of allocated work

provide an excellent photocopying and scanning service for the whole Academy

assist in the creation and production of a variety of resources as required by teaching and other staff

### Facilities, Equipment and Materials

assist in the management of the reprographics and print finishing equipment as required, ensuring consumables used are entered into the relevant subject area accounts

operate the Academy stationary shop open to students at set times each day

assist in the replenishment of equipment and resources within reprographics

# Communication

willingly promote the Academy by creating videos and photo slideshows of Academy life / events to be shown at open / welcome evenings etc.

assist staff in the production of materials for classroom displays and create resources for use on interactive whiteboards to reinforce curriculum lesson requirements

#### Staff Support

provide advice and guidance to staff on the selection and use of materials, presentation formats for classroom use and for exhibition or display purposes

#### Student Support

provide advice and guidance to students on the selection and use of materials to meet individual needs

be consistent, courteous and clear in all dealings with the students

# General

promote the ethos of the Academy

maintain an awareness of Academy policies and procedures

liaise with the Reprographics Officer to identify training requirements

undertake other services and duties necessary to meet the general responsibility of the post as reasonably required by the Reprographics Officer

**Assist in the running and operation of the uniform shop**

* bagging online uniform orders on a weekly basis for students
* For information - the uniform shop is open in the following hours:
* On Monday’s and Friday’s at 3.30pm to 4.30pm (Term 1.)
* On Monday’s **only** at 3.30pm to 4.30pm (Terms 2 to 5.)
* Stock taking twice a year:
* The first being on the morning of the Uniform Sales Day (or the day before if possible – staff members will help). All stock ordered in during the year will be put into the gym to be counted and arranged for the day.
* The second being before we start back in September, but after the three days in August when the Uniform Shop will also be open.

**All accounts for the Uniform Shop will be handled by the Reprographics Officer and separately verified by the Academy Finance Officer.**

#### Person Specification

* Understanding or experience of work in a secondary school or other educational establishment would be an advantage
* Ability to use initiative, organise workloads and meet deadlines
* Ability to work independently as well as contribute as a team member
* Microsoft Office knowledge especially Word, PowerPoint and Excel
* Able to deal with all aspects of reprographics, binding, finishing and laminating
* An interest or experience in photography would be desirable but not essential
* Effective written, oral and inter-personal communication skills are paramount
* Ability to work with all staff and students and advise them as required
* Awareness of health and safety and equal opportunities policies and how they are promoted through the duties of the post
* Willingness to undertake the necessary training (largely delivered in-house) to fulfil the requirements of the role
* Take pride in all work undertaken