

**Job Description**

**Reprographics assistant**

FULL TIME – 36.5 hours per week (term time only)

Management

The Reprographics Assistant will assist the Reprographics and Communication Manager in the day-to-day running of the reprographics and communication service.

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 staff.

### Facilities, Equipment and Materials

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

#### 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

# Communication

A willingness to 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.

# General

Promote the ethos of the Academy.

Maintain an awareness of Academy policies and procedures.

Liaise with the Reprographics and Communication Manager to identify training requirements.

Undertake other services and duties necessary to meet the general responsibility of the post as required by the Reprographics & Communications Manager.

#### Selection Criteria

* An understanding of work in a secondary school or other educational establishment.
* Able 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
* Ability to organise the purchasing and recharging of consumable stock and copying amounts. To produce termly accounts of such for each subject department.
* An interest or experience in photography would be desirable but not essential
* Effective written, oral and inter-personal communication skills.
* Ability to work with teaching, non-teaching 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.

**Management and oversight of the Academy Uniform Shop**

* **Ordering of Uniform:**
* Blazers must be ordered in by the end of November each year, in order for them to arrive by July in time for the Uniform Sales Day.
* PE Kits and Ties can be ordered in around March/April times and can be collected by our bus driver Andrew George. These usually take around two to three weeks to complete.
* **Serving parents and students during shop opening hours and cashing up at the end:**
* 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.)
* **Organising the Uniform Sales Day for the new year 7s starting in September:**
* This usually takes place on a Monday or a Tuesday, a week or so before we break up for the summer in July.
* **Stock take 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.**