

JOB DESCRIPTION

Job Title:	Reprographics and Admin Assistant (Non-teaching post)
Responsible to:	Senior Learning Resources Manager
Location:	St Michael's Church of England High School
Salary/ Grade:	Band B3-B4 (£22,727-£23,114)
Contract:	Term Time Only plus training days. 25 hours per week

1. Purpose of the Post:

- 1.1 To provide reprographics and administrative support to the school.

2. Key Responsibilities:

- 2.1 To provide and efficient reprographic service for the school teaching staff
- 2.2 Carry out photocopying, filing, emailing and complete routine forms as requested
- 2.3 Maintain stocks of stationery, reprographics supplies
- 2.4 Maintain tidy library area, reprographics room and stationery cupboard
- 2.5 Sort and distribute mail; prepare Internal, incoming and outgoing mail for staff
- 2.6 Sort and distribute information to students as required. E.g. letters, forms, planners, passes etc.
- 2.7 Produce reports from schools MIS system as required
- 2.8 Undertake typing of routine letters and other documents
- 2.9 To assist in the library with stocktake and events as and when required.
- 2.10 To provide lunchtime supervision to students.

3. Other

- 3.1 To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- 3.2 The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder's responsibility for promoting and safeguarding the welfare of children and young people, for whom s/he is responsible or with whom s/he comes into contact, will be to adhere to and ensure compliance with the school's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risk to the safety or welfare of children in the school, s/he must report any concerns to the school's Designated Safeguarding Lead.
- 3.3 The school 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
- 3.4 The school will endeavour to raise awareness and support wellbeing and mental health strategies. If the postholder becomes aware of any actual or potential risks to the wellbeing or safety of a colleague in the school, s/he must report any concerns to the Headteacher, Deputy Headteacher(s) or Mental Health Lead.
- 3.5 Carry out duties as directed by the Headteacher/core SLT.