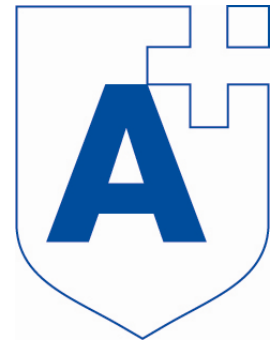


Job Description



Reprographics Assistant

**PART TIME – 25 hours per week (5 hours per day with some flexibility)
Term time only + 1 week in the summer**

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 and other 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

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.

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.)
- 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 the Academy breaks 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 and Communications Manager and separately verified by the Academy Accounts Officer.

Person Specification

Selection Criteria

- An understanding or experience of work in a secondary school or other educational establishment would be an advantage.
- 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.
- An interest or experience in photography would be desirable but not essential.
- Effective written, oral and technical skills.
- Ability to work with teaching, associate 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.
- Energetic, enthusiastic and an effective communicator with strong interpersonal skills.
- Share the Academy's ethos and its commitment to the safeguarding of its staff and students.