

## Reprographics and Student Receptionist

30 hours per week, term time only

Grade 3, point 3 currently £15,498.78 (actual salary)

Job Description & Person Specification

### Job Description

#### Reporting to: Office Manager

#### Main responsibilities

- Provide a printing/photocopying service and associated tasks such as binding and laminating for staff and students.
- Be the point of contact for staff when students present themselves as ill. Telephoning parents / carers to arrange appropriate outcome and keeping detailed records.
- Provide a word processing/desk top publishing facility and maintain agreed quality standards for the production of documentation for circulation in school and distribution to parents, students and the community.
- Operate a student reception area where students will sign in/out for appointments / lunch etc and to keep appropriate records.
- Administration of school lockers to students, keeping an up-to-date log and distribution of keys.
- Clean and maintain copy machines and other equipment, liaise with maintenance contractors as necessary.
- Maintain an awareness of and advise colleagues of copyright regulations.
- Frank and take letters/small packages to the Post Office on a daily basis. Upload money onto the franking machine and liaise with supplier as and when necessary.
- Be a First Aider for the School keeping the necessary qualification up-to-date. Maintaining a log of first aid/accidents on relevant systems.

Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.

On a day-to-day basis work will be organised and supported by the Office Manager.

Please note a full induction programme will be provided and opportunities for participation in the extra-curricular life of the school are welcomed.

## Person Specification

	Desirable	Essential
<b>Qualification</b>		
GCSE English and Maths A*-C or equivalent		✓
A good standard of literacy and numeracy		✓
<b>Experience</b>		
Purposeful experience of working with young people, preferably in the 11-16 age range	✓	
<b>Knowledge &amp; Skills</b>		
Understanding safeguarding and child protection legislation	✓	
Understanding health and safety requirements	✓	
Knowledge of SIMS	✓	
Office administration including use of reprographic equipment.	✓	
<b>Attributes</b>		
Ability to speak fluent English as covered by Part 7 of the Immigration Act (2016)		✓
Ability to communicate clearly and effectively with teachers, other professionals and students		✓
Excellent verbal and written communication skills		✓
Enthusiasm for encouraging all students to be ready to learn, respectful and safe and embrace all opportunities irrespective of barriers to learning		✓
Competent organisational skills		✓
Maintaining a calm approach when faced with challenging behaviours / attitudes		✓
Ability to work to deadlines and under pressure.		✓
<b>Suitable to work with children</b>		✓