

# Job Description

<b>POST:</b>	Reprographics and Admin Assistant
<b>GRADE:</b>	NJC pay scale point 3 to 4 £11.79 to £11.98 per hour
<b>CONTRACT:</b>	Permanent, Term Time Only plus INSET days 16 hours a week over 4 days
<b>RESPONSIBLE TO:</b>	Headteachers PA

## MAIN PURPOSE OF ROLE:

*To provide reprographics and administrative support to the school.*

## KEY ACCOUNTABILITIES:

- To provide an efficient reprographic service for the school teaching staff
- Carry out photocopying, filing, faxing, emailing and complete routine forms as requested
- Maintain stocks of stationery, reprographics and medical supplies
- Maintain tidy reception area, reprographics room and stationery cupboard
- To provide an efficient Reception service including answering routine face-to-face enquiries and signing in visitors at reception (Reception)
- To provide an efficient Reception service for students including answering routine fact-to-face enquiries and signing in students (Student Services)
- Operate telephone system, answering and forwarding incoming calls and taking messages both in reception and students services and ensuring staff receive messages
- Sort and distribute mail; prepare Internal, incoming and outgoing mail for staff
- Sort and distribute information to students as required. E.g. letters, forms, planners, passes etc.
- Organise collection of parcels with courier and arrange postage as required
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents and staff
- Record and maintain first aid data and disseminate information to the relevant staff
- Produce reports from schools MIS system as required
- Undertake typing of routine letters and other documents
- 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.
- To undertake health and safety duties commensurate with the post and/or as detailed in the School's Health and Safety Policy.

## Notes:

- The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy.

# Person Specification

Receptionist / Clerical Assistant Person Specification		Essential	Desirable
<b>QUALIFICATIONS AND TRAINING</b>			
1	A good basic level of education including English and Maths at GCSE.	√	
2	NVQ level 2 or above (or equivalent) in a subject relevant to the role.		√
3	First Aid at work certificate		√
<b>EXPERIENCE</b>			
1	Working within an office environment.	√	
2	Experience of working effectively with others to meet common goals.	√	
3	Experience of working in an education or agency setting.		√
4	Experience of Microsoft word and Excel.	√	
5	Experience of working with young people and members of the public..		√
<b>Knowledge, Skills and abilities</b>			
1	A desire to continue further professional development.	√	
2	Understanding of the need for accuracy.	√	
3	Knowledge of the education system.		√
4	Good level of IT literacy	√	
5	Ability to work to deadlines.	√	
6	Excellent personal organisation and self-motivation.	√	
7	Expectations of high standards of professionalism.	√	
8	High levels of communication both verbal and non verbal.	√	
9	The ability to prioritise work load	√	
10	Ability to be flexible to create effective working solutions that are specific to Woodrush.	√	
<b>Personal Attributes</b>			
1	Expectations of high standards	√	
2	Excellent communication, presentation and interpersonal skills.	√	
3	Excellent personal organisation and self-motivation	√	
4	Acts as a positive role model who sets a positive example to students.	√	
5	Demonstrates integrity, reliability, warmth, creativity and good humour.	√	
6	High standards of personal appearance	√	
7	Demonstrates resilience, positivity, determination and a strong work ethic	√	
8	Emotional resilience and working under pressure	√	
9	The ability to self-evaluate and reflect	√	
10	The ability to adapt to changing circumstances and new ideas	√	
<b>SAFEGUARDING</b>			
1	Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	√	