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**Job Description**

**Job title** Reprographics and Resources administrator

**Location:** Ormiston Sudbury Academy

**Responsible to:** Director of Finance

**Grade:** OAT – Administration 1 – Point 3

**Hours of work:** 15 hours per week, 39 Weeks per year. Term time, plus PD Days.

11:30am to 2:30pm Monday to Friday.

**Liaising with:** The post holder will liaise with staff and students at all levels in relation to the duties of the post.

**Disclosure level:** Enhanced Disclosure and Barring Services Check (DBS)

**Overall role purpose:**

To provide an efficient professional Reprographics and Resources service to the students and staff of Ormiston Sudbury Academy. In addition, the post includes ensuring displays around the Academy are maintained and updated regularly.

**Roles & Responsibilities:**

**Reprographics/Resources:**

* To prioritise and organise the workload in the reprographics department whilst maintaining a purposeful, orderly and productive working environment.
* To carry out printing, photocopying, collating and binding for staff and, as appropriate, students.
* To have oversight of the general maintenance of reprographics machinery (maintenance is mainly carried out by the company who lease the equipment).
* To order stationery and consumables for reprographics as required (ensuring value for money).
* To continually review efficiency & liaise with Finance Director regarding end of contract renewal.
* To enhance the appearance of documents, booklets etc. by means of desk-top publishing/MS Office products.
* Ensuring adequate supplies of various school documents.
* Maintain staff photos and produce access cards for new staff
* Carry out any lamination of documents for staff.
* Ensure the timely and accurate design and production of a variety of documents, including certificates, signs, tickets, invitations, bunting and booklets for staff and students, adhering to the corporate image.
* Produce/replenish displays for areas as required.
* Duties at social times as directed
* First aid support

**Personal Responsibility**

* Maintain a safe working environment for colleagues and students.

**General**

* To contribute to the overall ethos, work and aims of the Academy.
* To develop constructive relationships and communicate with all stakeholders and outside agencies or professional at all levels with confidence, tact and diplomacy, sharing expertise where required.
* To participate in training and other learning activities and performance development as required.
* To recognise own strengths areas of expertise and use these to advise and support others.
* The post holder may be required to undertake other duties that are commensurate to the post holder’s abilities, position and grade.
* The duties listed above are examples of duties at this level and other duties of a similar level/nature may be undertaken by individuals and are not excluded simply because they are not itemised.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Education and qualifications** | | |
|  | * Good standard of general education, including literacy and numeracy skills |  |
| **Specialist knowledge and skills** | | |
|  | * Good ICT skills and experience * Delivering a high-quality service * Experience using technology and photocopiers * Ability to relate well to children and adults * Customer orientated attitude * Ability to carry out routine maintenance and practical tasks * Flexibility and ability to respond to demands and to prioritise * Strong written and verbal communication skills * Work constructively as part of a team * Ability to work on own * Organised and methodical | * Working with children of relevant age (11-19) * Design, word processing, formatting and other media skills * Publisher experience |
| **Interpersonal and communication skills** | | |
|  | * Commitment to education and young people. * Commitment to taking personal responsibility and to providing a quality service and to continuous improvement * Calm and steady manner * High level of initiative * Strong role model for children and young people * Acceptable professional appearance at all times * Maintaining confidentiality on school matters |  |

The above is a summary of the main duties and responsibilities of the post. The tasks involved within each responsibility area have not been detailed.

This job description is current at the date shown, but, in consultation with you, may be changed by the principal to reflect or anticipate changes in the job commensurate with the grade and job title.