
Job Description for Reprographics Assistant

Responsible to:	Operations and Support Manager; WFA
Based at:	Wingfield Academy
Paid on:	Support Staff Scale, Band C point 4
Contracted Hours:	8am – 1pm (term time plus all INSET days and plus one week)

OVERALL PURPOSE OF THE POST

To coordinate and manage the quality of Academy information in all its various formats, internally and externally.

MAIN DUTIES

- To manage the reprographics function of the Academy
- To source and replenish stock within the reprographics function.
- Operate relevant software packages (including; email suite/Word/Excel)
- To be responsible for the academy's image display within the main hall.
- To prepare and distribute Y7 birthday cards.
- To attend and support at after school events within contractual hours.
- To be familiar and comply with all relevant health and safety, operational, personnel, data protection and financial regulations, policies and procedure.
- Other duties and responsibilities commensurate with the grade of the post that may be required to be undertaken at the discretion of the Consultant Headteacher or Headteacher.

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role.

The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.

Please note this job has a Probationary Period of 6 Months and a Notice Period of 1 Month.

Person Specification for Reprographics Assistant

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	• Experience of using computerised administration systems. • Experience of using Microsoft Word, Publisher and PowerPoint to an intermediate level. • Experience of using reprographics equipment (ie, photocopiers). • Experience of working in an administration role.	• Experience of using Adobe Creative Suite (Photoshop/In-Design/Illustrator etc.) • Experience of maintaining reprographics equipment.
Education and Training	• Good standard of English and Maths (minimum GCSE Grade C or equivalent) - particularly a good understanding of grammar, punctuation and spelling. • Excellent word processing and desktop publishing skills. • Confidence in using IT software and equipment. • Willingness to undertake further training relevant to the post.	
Special Skills and Knowledge	• An understanding of how to handle sensitive data of a confidential nature. • An understanding of the principles of data protection. • Customer services/care approach to work. • Attention to detail/accuracy. • Creative ability and flair, with a good eye for design • Excellent organisational skills, including working to tight deadlines.	
Personal Skills and Qualities	• Ability to communicate at all levels (both internally and externally). • Ability to follow predefined procedures. • Good problem solving skills. • Ability to work effectively as part of a team but also to work using your own initiative. • Ability to act in a calm and friendly manner even when working under pressure.	

Additional Factors	• An interest in the education sector. • Willingness to contribute to whole college events. • Commitment to continuous improvement and willingness to learn from experience and practice. • Ability to cope with unexpected situation • Flexible approach to work. • Enthusiasm and commitment for the post. • Commitment to equal opportunities. • Awareness of health and safety issues.	• Experience of using telephony switchboard. • Previous experience working in a front of house/customer service role
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