



Barton Manor School (BMS) Job Description

Name:

Job Description: Administrator and Reprographics Clerk

Grade: BCAT 4

Employed for: 37 hours term time only + 5 SDD

Hours: 8.00am-4.00pm Monday to Thursday and
8.00am-3.30pm Friday, with 30 minutes (unpaid)
break for lunch

Professional Relationships:

Responsible to: Head's PA / Office Manager

Responsible for:

Purpose: to carry out reprographic and general support duties so that work is completed to the required standard and support in office administration.

Safeguarding

To promote safeguarding at all levels of the School as a member of support staff. A key focus of this role is to Safeguard all students at all levels across the school community. **It is expected that support staff will support teachers, Lead teachers, HOY and the DSL/ Lead Deputy DSL/ Deputy DSLs in the discharge of their DSL responsibilities:**

Policy and Procedure

- Act as a champion of the school's safeguarding policy and procedures and make sure you access these and understand them
- Be aware of your responsibility to challenge behaviour which breaches any of the school policies
- Be aware of, and actively promote, safeguarding within your own department to safeguard students.

Training

- Undergo training to develop and maintain the knowledge and skills required to carry out your role effectively with respect to safeguarding

- Refresh knowledge and skills at least annually to remain up to date with any developments relevant your role and your responsibilities for safeguarding
- Obtain access to relevant resources

All members of staff have a responsibility to:

- To provide a safe environment in which children can learn.
- Be prepared to identify children who may benefit from early help.
- To understand the early help process and their role in it.
- To understand the schools safeguarding policies and systems.
- To undertake regular and appropriate training which is regularly updated.
- Be aware of the process of making referrals to children’s social care and statutory assessment under the Children Act 1989.
- Know what to do if a child tells them that he or she is being abused or neglected.
- Know how to maintain an appropriate level of confidentiality.
- Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

Person Specification

Essential Skills

- Good numeracy and literacy skills (GCSE English and Maths or equivalent).
- Excellent ICT skills. Word, E-mail, Internet
- Maintain accurate records
- Meet Deadlines
- Organised
- Take initiative
- Team Player

Desirable

- Experience of working in a school
- Experience of photocopiers or willingness to learn

Job Description

Accountabilities - Reprographics	Indicative tasks/actions
Photocopy, scan, laminate and bind documents so they are produced and available as required to an acceptable standard	<ul style="list-style-type: none"> • Photocopying for teachers • Internal examination papers • Policy documents • School booklets • Laminated notices • Spread Sheets • Monitor School ‘house standards’ and liaise with Office Manager/Heads PA

Monitor and prepare departmental cost sheets for financial cross charging as necessary in line with school procedures	<ul style="list-style-type: none"> • Maintain spreadsheet, use of Excel
Contact for photocopying maintenance and meter readings	<ul style="list-style-type: none"> • Call photocopying maintenance company to report faults. Liaise with engineer on site.
Maintain stock control and records of use of consumables and conduct regular price checks so stock is available and cost centres can be charged accurately	<ul style="list-style-type: none"> • Keep details on spreadsheet • Pass to Finance Office monthly orders • Liaise with Office Manager reordering of new stock
Accountabilities – Administration	Indicative tasks/actions
Carry out general office duties as required including processing mail, filing, processing faxes, word processing, reception and telephone duties so that work is processed in a timely and accurate manner	<ul style="list-style-type: none"> • Provide administrative support for the Main School office where needed. • Responsible for sorting, distributing and franking incoming/outgoing mail and incoming/outgoing parcel deliveries. • Provide Reception Cover daily at lunchtime and as and when required. • To become first aid trained and assist with First Aid as required • Cover of the Medical Room • To assist with the input of new student data in the summer term & help to maintain existing student data • To assist other office staff with administrative tasks if required • To assist the AHT with the planning of Enrichment Days as required • Help with fire drills • To participate in the School performance management system for support staff • Take responsibility for organisational and administrative tasks related to your work and carry out tasks efficiently and within deadlines set. • To contribute to the overall ethos/work/aims of the School • Understand and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting concerns to an appropriate person in order to maintain a safe and secure learning environment • Maintaining a clean and tidy Meeting Room and kitchen area • Archiving/shredding • Assist with BROMCOM general input & labels • Assisting with main office filing
Carry out general admin support for teaching staff and main office.	<ul style="list-style-type: none"> • Prepare and issue letters • Student Filing • Ordering stationery & equipment • Reprographics & Photocopying • Assist in incoming/outgoing mail • Maintenance of franking machine • Archiving/shredding • Staff ID badges • Hospitality for meetings (If required)

	<ul style="list-style-type: none"> • Ensuring the interview room is clean and ready to use. • Assist the EHT's PA with administration & organisation of staff recruitment interviews • BROMCOM general input & labels • Assist HT's PA & other Administrators when required • Assist with gathering work for isolated students. • Liaise with ACS. • Manage the Student Receptionist.
Assist in general school activities, procedures and events and administrative duties as required in order to support the work of others at particularly busy times	<ul style="list-style-type: none"> • Standard letters • Administrative work for the SENCO • Support with Admissions (input of new Y7 data into BROMCOM as required) • Support with Student attendance • Support with Cover admin
Assist in general school activities, procedures and events as required in order to help the smooth running of such events	<ul style="list-style-type: none"> • Help with open mornings, special ceremonies if needed • Assist with administration of fire drills and evacuation
Production of master Parent, Student, Staff Calendar.	<ul style="list-style-type: none"> • Liaise with ICT/SLT/PA to H/T to ascertain correct timings
Work as part of a professional team in a manner that enhances the ethos of the school	<ul style="list-style-type: none"> • Promote positive values • Suggest ways of improving systems and procedures • Seek help and take advice • Seek opportunities for development
Other	<ul style="list-style-type: none"> • To take part in School meetings, events and training as necessary • To attend any additional training • To work in accordance with the School policies, particularly in relation to equal opportunities, bullying and harassment, health & safety and child protection • Level of DBS needed: Enhanced • To adhere to School dress code presenting a professional image to students, parents/carers, governors and the wider community
Community	<ul style="list-style-type: none"> • Maintain confidentiality inside and outside the workplace • Understand and apply School policies • Support the School's ethos and vision in the wider community

Staff Development:

- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Executive Headteacher/ Headteacher.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Executive Headteacher/ Headteacher.

Signed: Date: