



Future Schools Trust Job Description

Job Title: Administration Assistant - Reprographics

Reports to: Office Manager & PA to Head of School

Grade: Future Schools Trust Scheme C1

Hours: 20 hours per week – Term Time only, plus INSET days

1. Purpose

To provide reprographics and general administrative support to staff within the Academy.

2. Accountability

- Oversee and complete all reprographics requests by the required deadlines, liaising with IT as needed regarding maintenance and repairs of copiers.
- Review and edit documentation in readiness for printing.
- Prepare documentation as required, (such as but not limited to) laminating, binding, producing booklets and postcards.
- Prepare documentation for storage and destruction, by scanning and shredding paperwork.
- Manage the copying, collation, preparation of labels and envelopes for school mail outs to parents and pupils.
- Prepare materials and resources for school events.
- Provide administrative support for consultation evenings, including communication to parents, updating the on-line booking system, providing registers and name places and liaising with the designated SLT lead to ensure the event is well planned for.
- Support the academy's Digital Strategy program, signing in and out laptops for pupils.
- Oversee all office stationery supplies and liaise with the Office Manager to ensure stocks are replenished as appropriate.
- Provide cover and support to the academy reception team as directed by the Office Manager.
- Undertake other reasonable duties, commensurate to the level of this position, as directed by the Leadership Team and Office Manager.

3. Person Specification

- Experience within an administrative environment.

- Excellent interpersonal and customer service skills.
- Ability to work on own initiative, working without supervision.
- Ability to work under pressure – unflappable.
- Ability to prioritise work and ensure deadlines are met – working with pace and urgency.
- Organised and efficient with a ‘can do’ approach.
- Flexible and willing to do whatever it takes to get a job done.
- Strong IT skills, particularly in Microsoft Office.
- Good sense of fun – lighthearted.

4. Organisation

- The postholder will be line managed by the Office Manager/ PA to Head of School.
- The postholder will have daily contact with staff and pupils and would be expected to liaise with all staff including the Senior Leadership team.

Health & Safety Statement

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and pupils.

Safeguarding Statement

Future Schools Trust is committed to the safeguarding of all of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Full Governing Body to ensure the safety of all young persons within its care.

Signature of Postholder:

Signed Date

Signature of Line Manager:

Signed Date