**Ursuline College**

**Job Description/Person Specification**

**Reprographics Officer**

**Line Manager:** Assistant School Business Manager

**Grade:** KR4

**Hours per week:** 15 (3 hours per day Monday – Friday)

**Weeks per year:** 38 (Term Time)

**Specific Duties and Responsibilities:**

* To provide reprographic support and advise to school staff ensuring efficient use of time and resources and general administrative tasks.
* To operate a copying service for staff within the school to include lesson material, major school publications and bulk letters for parents ensuring accurate and complete records are maintained.
* To liaise as necessary with outside agencies and contractors to organise the maintenance of reprographic machinery, ensuring its full functionality at all times.
* To assist in the collation of student reports and other communications and the production of all school publications, including newsletters etc.
* To order and maintain suitable stock levels in order to maintain an efficient service ensuring best value for money at all times, overseeing the spend of the reprographics budget in conjunction with the Finance Manager and the Area Business Manager.
* To assist with the ordering and distribution of stationery.
* To ensure that all inward post is properly distributed to staff within the school in a timely manner.
* To ensure that all outward post is properly posted on a daily basis.
* To identify improvements that can be made to systems and/or processes and implement as required.
* To provide reports to the Area Business Manager, Academy Principal and Finance Manager as requested.
* To support the school administrative and non-teaching functions in tasks necessary to ensure the smooth running of the school.

**Other Responsibilities**

* The Reprographics Officer may be required to undertake any other reasonable tasks as required by the Executive Principal/Academy Principal

Ursuline College All Staff Responsibilities:

* To be committed to safeguarding and promoting the welfare of children and young people within the school
* To act in a loyal and professional manner around school and to contribute to the overall ethos/work/aims of the school
* To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* To be aware of and support difference, and ensure equal opportunities for all
* To attend and support appropriate meetings/courses and to undertake any training as deemed necessary in order to keep abreast of development

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| *This job description is current at the date shown, but, in consultation with the post holder, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title* |

**Person Specification:**

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| **Criteria** | | Essential Desirable | |
| **Qualifications** | Good general standard of education, preferably to at least NVQ3 or equivalent | **🗸** |  |
| **Specific Skills, Experience and Knowledge** | Awareness and understanding of Health and Safety regulations  Competent in use of Word, PowerPoint, Excel, Outlook  Knowledge of Safeguarding children and young people and Child Protection  Experience of working with confidential information  Previous experience of SIMS and Microsoft Office | **🗸**  **🗸**  **🗸**  **🗸** | **🗸** |
| **Personal Qualities** | Excellent record of punctuality and attendance  Excellent written and verbal communication skills  Able to remain calm under pressure, to prioritise work, to work effectively as part of a team and to manage change  Exhibit flexibility, resourcefulness, initiative, adaptability, confidence  Continually looking at ways to improve quality of service  Approachable and a good sense of humour  Willing to undertake relevant training to develop performance  Ability to relate to pupils, their parents/carers and staff  Supportive of the School’s Catholic Ethos  Desire and potential to progress to further promotion | **🗸**  **🗸**  **🗸**  **🗸**  **🗸**  **🗸**  **🗸**  **🗸** | **🗸** |

May 2019