



## HIGHWORTH GRAMMAR SCHOOL JOB DESCRIPTION & PERSON SPECIFICATION

<b>Job Description:</b>	Reprographics Clerk
<b>Employed for:</b>	15 hours per week (term time only plus staff development days)
<b>Hours of Work:</b>	9:30am – 2:30pm Three days per week
<b>Responsible To:</b>	HR Manager/PA to Headteacher
<b>Purpose:</b>	To provide a high quality reprographic service and general office duties to the whole School community that promotes a professional image of the school.

Accountabilities	Allocated tasks/actions
To carry out reprographic duties so that work is completed to the required standards	To provide general literature for educational purposes using digital copiers and printers. Photocopy, scan, laminate, and bind documents so they are produced and available as required, ensuring quality control. To ensure smooth running of all school photocopiers/duplo machine.
Maintain stock control and records of use of consumables and machine usage	To maintain paper stocks and consumables within the reprographic department. Conduct regular price checks so stock is available and cost centres can be charged accurately. Keep accurate details on spreadsheet of whole school/departmental usage Order and maintain levels of paper for the whole school Keep paper stock resourced and tidy. Make sure machines have suitable levels of inks, chemicals and toners. Perform basic equipment maintenance and cleaning of machines.
Assist in general office duties	Including processing mail, filing, processing faxes, reception services and telephone duties so that work is completed in a timely and accurate manner. Cover reception as and when required. Assist with the organisation of resources for school events. To support the Office Assistant to produce tickets and programmes for school productions. School event booklets. School policy documents. Update staff photo board.
To be a team player within the administration team	To build positive working relationships with staff and appreciate and support the role of other professionals. To contribute to the overall ethos/work/aims of the school. Attend and participate in relevant meetings as required. To provide cover for the Tea Person during absence if required. Deal with any emergency issues in the absence of colleagues to ensure the efficient running of the school is maintained. Undertake training opportunities to securing own working knowledge of new initiatives and practice.

**Performance Development:**

- All Associate staff must complete a satisfactory Performance Review in accordance with the Associate Staff Performance Review Policy to ensure pay progression

**Staff Development:**

- To assess development and training needs and discuss with line manager.
- Willingness to undertake further training and development as necessary, in order to enhance service delivery
- 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 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 postholder retaining one and the Headteacher the other.

**PERSON SPECIFICATION**

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	NVQ 2 or equivalent
<b>EXPERIENCE</b>	Some knowledge of administration and office systems
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to be flexible to balance the differing demands of the role</li> <li>• Ability to Communicate effectively with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors.</li> <li>• Literacy and numeracy skills – ability to read and write, put items in alphabetical order, add and subtract figures and to use a calculator</li> <li>• Computer literacy – ability to use a computer and produce a range of accurate documents, using Windows WP package and basic spreadsheet/database and accurately input information, once training has been provided</li> <li>• Ability to work to deadlines</li> <li>• Ability to interact courteously and confidently with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors.</li> <li>• Confidence and ability to ask questions relating to achieving the task</li> <li>• Confident telephone manner and ability to write down accurate messages</li> <li>• Good organisational skills, gained either through a course of study or within paid or voluntary work</li> <li>• Ability to retain and use a range of new information</li> <li>• Ability to work confidentially, keeping work-related issues and discussions in the workplace</li> <li>• Willingness to attend training courses which help you in your current role and develop your potential for other roles</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Requires knowledge of a range of administrative support tasks and office and related school procedures and systems.</li> <li>• Awareness of equalities and diversity issues – respecting the needs and views of other people</li> <li>• Understanding of health and safety issues within the workplace, once these have been explained</li> <li>• Understanding of safeguarding policy and process</li> </ul>