



Gravesend Grammar School

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| Title: | Admin Assistant - Reprographics |
| Salary: | Scale 4, point 12-14 |
| Conditions: | 25 - 36 hours per week, 40 weeks per year |
| Line led by: | School Business Manager |

KEY PURPOSE OF THE JOB

To provide excellent reprographics services as part of Student Services. The purpose of this role is to provide effective and efficient reprographics and print services to the school. You will also be responsible for providing advice and support for high quality displays in all areas of the school. To provide excellent administration as part of Student Services. To make sure students, staff and parents are dealt with in a professional and timely manner.

Main Duties and Responsibilities:

Receiving printing/copying requests and fulfilling orders submitted using reprographic equipment.

Assisting users with special printing / copying requirements – paper sizes; document finishing; laminating; stapling; booklets etc.

Manage the operational state, maintenance and repair of all printers and machines, organising servicing repairs as required. Correcting routine issues, e.g., paper jams, user-generated errors (wrong paper size etc);

Maintain stocks of paper, printing and finishing consumables (e.g. ink, masters, staples, binding and laminating pouches)

Maintain the central stock of teaching resources and stationery, liaising with staff, placing, and processing orders using the finance system.

To assist in the maintenance of the school website and design.

Research, negotiate and deal with relevant suppliers to ensure maximum cost savings and best Value for Money

Contribute to designing school related materials as requested by teachers, support staff in the production of internal displays, external publications, social media adverts, newsletter, banners and leaflet design.

Be responsible for Production of Management Information reports pertaining to reprographics including ad-hoc requests by Senior Leadership

Monitoring records of usage on a monthly basis and reporting on patterns of usage.

Ensuring that the School's Reprographics Room is maintained in a tidy and ordered appearance.

To be present on and around the days when the school is notified of GCSE and A level results and provide administrative support to the Exams Officer and SLT during this time

Attending meetings and training sessions as required and assisting with major School functions eg Open Days, presentation evenings.

To assist and provide administrative support to staff and Senior Leadership Team, supporting teaching and learning across the school

To be a qualified First Aider and administer as necessary

To support the Medical Administrator with the planning of Immunisations

To provide an efficient administrative and clerical service to support teaching and learning across the school.

Preparation and production of letters home and mail merge letters for all year groups.

To follow school procedure in preparation for trips and visits, sending school communication to parents/guardians in line with the School Trip and Visit Protocols

To support with ParentPay (school dinner money system) enquiries and queries

To be jointly responsible for the schools outgoing and incoming post.

To cover Reception, greeting visitors and receiving telephone calls as required. Providing a warm welcome for parents, visitors and colleagues, and dealing with their requests in an efficient and professional manner.

To cover areas of Student Services in the event of staff absence

At the discretion of the Headteacher and School Business Manager such other duties as may reasonably be requested or required.

Key Skills and Competencies:

- Excellent Interpersonal and Communication Skills – Written and Oral.
- Excellent Organisation Skills with a systematic approach to workload management.
- Excellent time management, planning and work prioritisation skills.
- Ability to relate well to children and adults.
- Good sense of humour and the ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Confidentiality of information as appropriate.
- Ability to work under pressure.
- Ability to work on own initiative.

NOTES:

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.