

Job Description – Administrator and Reprographics Assistant

Salary:	Grade 4: £23,338 - £25,250, full-time equivalent. Actual salary £20,073 to £21,718 pa
Hours:	37 hours per week over 39 weeks pa (term-time, plus 5 INSET days)
Responsible to:	Head of Sixth Form

Overall Job Purpose

Under the instruction/guidance of senior staff, to provide an effective administrative and clerical support service to facilitate the day-to-day running of the Sixth form & Careers provision and the school office. To provide an efficient Reprographics service to the school. Operating reprographic equipment to fulfil printing and copying requests from staff and students

Main Duties and Responsibilities

- Providing a high-quality administration service to the school in accordance with the Trust's established policies and procedures and maintain information systems
- Facilitating communication between school staff, students, and parents
- Providing an efficient reprographics service for all staff within school. This includes binding, laminating, booklets etc.
- Ensuring all work is prioritised within department's timescale.
- Organise supplies for printing devices throughout the school in liaison with the School Business Manager
- Prioritising workload, work under pressure and ensure all copyright procedures are met.
- Manage communications to stakeholders, by drafting and typing correspondence to respond to queries and emails as appropriate.
- Providing administration support for departments as required
- Share in the undertaking of first aid duties, including overseeing sickbay and sickness reporting, and liaising with staff and parents
- Work closely with the office manager and cover & Admission assistant to support the school admissions process by responding to telephone/written queries; handling in-year applications; assisting with the maintenance of waiting lists.
- Work closely with the office manager and cover & Admission assistant to support the school admissions process for sixth form by responding to telephone/written queries; handling in-year applications; assisting with the maintenance of waiting lists.
- Receiving and distributing post in a timely manner
- Managing the safe storage and/or return of lost, found, or confiscated property, as well as property dropped off by parents
- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality, and data protection, reporting all concerns to an appropriate person

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check will be required for the successful candidate.

Any other administrative duties, commensurate with the role as may be required and as time permits This job description is not intended to be an exhaustive list of all duties performed. It is envisaged this role will evolve over time in line with the development of the school and may be subject to modification after consultation with the post-holder.

Person Specification

Qualifications	
GCSE grade A *- C in English and Maths or equivalent	Essential
Experience	
Experience of working in a school office or other administrative role, as part of a cohesive team	Desirable
Experience with school admission process	Desirable
Experience of maintaining computerised records	Desirable
Skills and Abilities	
Literacy and numeracy skills	Essential
Computer literacy– ability to produce a range of documents and reports, utilising Microsoft Office (Word, Excel etc)	Essential
Highly developed interpersonal skills	Essential
Working knowledge of school specific software (ARBOR)	Desirable
Commitment to equalities and the promotion of diversity in all aspects of working	Essential
Ability to multi-task and react positively to unplanned events and emergencies	Essential
Ability to respond positively to all visitors and stay calm under pressure	Essential
Knowledge	
Awareness of and commitment to safeguarding children	Essential
Understanding of Data Protection and confidentiality	Essential

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