



REPROGRAPHICS TECHNICIAN /RECEPTION COVER

THE LENHAM SCHOOL

JOB DESCRIPTION	
Job Title	Reprographics Technician/Reception Cover
Grade	VIAT 4 £25,201 - £26,256 (pro-rata to £21,027 - £21,907)
School / Department	Secondary
Base	The Lenham School
Hours	37 hours per week, term time only, 8am – 4pm. Part time or flexible working hours will be considered.
Reports to	Office Manager
Accountable to	Headteacher

Job Summary

Key Working Relationships

- **Headteacher**
- **Office Manager**
- **All Staff**
- **Parents**
- **Students**

Key Responsibilities

Main Duties

- To provide general reprographics service (photocopying, binding, laminating etc). Experience of Adobe, including In-Design, would be desirable.
- Liaise with LG and teaching staff to produce documents eg: department documents, certificates, various forms, marketing materials.
- Working with Lead Teachers to produce termly student wrappers for each subject/year group books.
- Liaising with the Exams Officer to provide printing services for all pre-public exams throughout the academic year.
- Work with the Office Manager on all marketing publications, to implement design and printing eg: Parent/Student Booklets, Transition flyers, Open events etc.
- Liaise with photocopier supplier/IT Manager as required for maintenance/repairs for reprographic machines in school. Order photo-copying paper and ensure stock of paper does not run low.
- Instruct and support members of staff on photocopier use and supply paper to departments/copiers.
- To update staff trays in the staff room annually with any changes (new staff).
- To ensure the 'Reception' folder on teams is up to date with current documents for sharing.
- Maintain adequate stock levels of stationery and re-order consumables as required for the whole school.
- To work with departments to ensure displays around the school site are of high standards and maintain a professional, consistent appearance.

Reception Cover

- Provide cover for Reception at lunchtime and in the absence of the Receptionist. Providing an effective reception service including answering all incoming calls, face to face enquiries, signing visitors in and out, sorting/distributing post.
- Manage and maintain the register for visitors DBS information and share with HR for the single central record. Liaise with DSL team members regarding visiting professionals.
- To manage/maintain the ordering of Pupil Premium student uniform with local uniform suppliers.
- To distribute incoming post. Reload the franking machine when required and liaise with the company for any maintenance/repairs.
- General typing duties as required.
- Provide support to the administration team as required.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the relevant lead.
- To contribute to overall ethos, work and mission statement of the Trust.
- To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher/Trust Management Group.
- Participate in the school's appraisal process.
- Participate in training/learning activities/performance development as required.

Safeguarding

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.

Equality and Diversity

The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all leadership posts within the Trust is that each individual will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference.

Statement

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

PERSON SPECIFICATION		
AREA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> Recognised appropriate qualifications. A commitment to continuing personal professional development. 	
Experience	<ul style="list-style-type: none"> Previous experience of working in an office. Multitasking and working flexibly. Experience of working with people. Demonstrable experience of working with systems and procedures. 	<ul style="list-style-type: none"> Experience of using SIMS or similar database. Experience of working in a school.
Knowledge	Knowledge and awareness of current customer service principles and practice.	<ul style="list-style-type: none"> Awareness of and enthusiasm for VIAT education standards.
Skills	<ul style="list-style-type: none"> A good level of computer skills. Familiarity with Microsoft applications, including: word, excel, Outlook and have internet skills. Excellent organisational skills and ability to prioritise workload. Excellent interpersonal and communication skills, in person, telephone and written. Ability to work independently and as part of a team. Excellent Customer Service Skills, with the ability to use discretion, patience, tact and respect for confidentiality. 	<ul style="list-style-type: none"> Experience of full adobe package, including In-Design.
Attributes	<ul style="list-style-type: none"> The ability to communicate effectively with a wide range of people, including children, staff, parents, governors & external agencies and maintain full confidentiality at all times. Flexibility, initiative and the ability to maintain a positive approach whilst working under pressure. A warm and welcoming manner. The ability to manage self & time well. A positive approach to self-improvement. Ability to give advice and instruction in a helpful and professional manner. Helpful, caring, positive and informative. Able to work as part of a team. 	