

Job Title: Admin and Reprographics Assistant

Reporting to: PA to the Principal/Office Manager

Grade: 2

Overall Purpose of the Post

To provide an efficient and up to date reprographics and learning resources service to students and staff.

To provide professional and efficient administration support for the academy.

Main Duties and Responsibilities

- To photocopy materials for staff and students, including internal exam papers, booklets and leaflets as required;
- To maintain all reprographics machinery/photocopies in a clean condition, undertaking routine maintenance, dealing with minor problems in accordance with the manufacturer's instructions, and ordering of toners etc.;
- To inform teaching/support staff of the most appropriate and cost effective way of producing printed materials;
- To order stationary and general stock as required;
- To provide general clerical and administrative support;
- To be responsible for displays in the academy;
- Liaise with the finance department regarding recharging;
- Provide confidential administrative and clerical assistance to the academy, as directed by the PA to the Principal/Office Manager;
- Assist with internal and external meeting arrangements, including room and catering booking, preparation of agendas and papers, distribution of appropriate papers, and minute-taking as required;
- Assist staff and students who come to the Admin Office;
- Undertake filing on a regular basis, ensuring filing systems are kept up to date;
- Administer the academy's postal system, ensuring post is recorded appropriately.

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;

- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts:

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.