

JOB TITLE	Administrator and Reprographics				
RESPONSIBLE TO	Operations Manager				
GRADE	5	Hours	21 hour per week	Weeks	39 (term time plus 5 INSETs)

JOB PURPOSE

To deliver an effective reprographics service and provide comprehensive operational and administrative support to the Academy

MAIN RESPONSIBILITIES

1.	Deliver a comprehensive reprographics service, including high-volume printing, photocopying, scanning, laminating, booklet production, and the preparation of teaching resources. Ensure all outputs meet agreed quality standards and are completed within required timescales.
2.	Act as a primary point of contact for parents and general enquiries, providing timely, accurate information and ensuring all communications are handled professionally and courteously
3.	Monitor and maintain consumable stocks, place orders, and ensure reprographics equipment is available and operational for staff use.
4.	Support staff with photocopying access, ensure correct departmental charging, and provide training where needed.
5.	Maintain and service reprographics equipment, including cleaning, topping up supplies, monitoring use, and liaising with maintenance contractors to avoid disruption.
6.	Advise colleagues on copyright regulations and ensure compliance.
7.	Oversee stationery and pastoral supply levels and place orders through the finance system as required
8.	Assist with organising school events such as open evenings, conferences, and parent events.
9.	Provide comprehensive administrative support, including word processing, parent communications, filing, photocopying and internal reception tasks (timetables, pupil passes, staff ID badges, locker keys, online payments, and refunds)
10.	Update and extract pupil information from systems such as BromCom to provide accurate and up-to-date management information
11.	Monitor and control stationery and pastoral supplies to ensure adequate stock and place orders via the finance system.
12.	Assist with the organisation of open evenings, conferences, parent events, etc
13.	To support in the preparation of whole school events, open evenings, parents evening, school trips and visits.
14.	To provide first aid provision to the academy.
15.	To ensure that all activities undertaken are done so safely and to report any unsafe practices or conditions identified as soon as possible to a senior manager
16.	To actively promote the safeguarding and welfare of pupils at all times
17.	Notwithstanding the detail in this job description the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

PERSON SPECIFICATION

QUALIFICATIONS AND EXPERIENCE

ESSENTIAL

- Experience in a busy office / reception environment
- Educated to a minimum standard of GSCE's, ideally with Maths and English
- MS Office skills

DESIRABLE

- Relevant experience in a school or busy office environment
- Experience in Adobe Suite (Photoshop, Illustrator, InDesign, Acrobat), Publisher or similar
- First aid qualification or willingness to gain one

KNOWLEDGE AND SKILLS

ESSENTIAL

- Ability to work collaboratively as part of a team, understanding roles and responsibilities
- Ability to build and form good relationships with children, colleagues and other professionals
- Able to use software and office equipment effectively
- Excellent time management and organisational skills
- Willingness to learn new design software and techniques
- Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues and other professionals
- High standard of written communication skills appropriate to the need to communicate effectively with colleagues, children and other professionals

DESIRABLE

- School MIS experience (we currently use Bromcom)

PERSONAL QUALITIES

ESSENTIAL

- Efficient with high attention to detail
- Customer focused
- Friendly and approachable
- Ability to work under pressure, to deadlines and manage multiple design projects
- Able to work flexibly and respond to unplanned situations
- Able to deal appropriately with confidential information
- Strong organisation skills
- Commitment to the highest standards of child protection
- Recognition of the importance of personal responsibility for Health & Safety
- Commitment to the School's and Trust's ethos, aims and its whole community.