

SUPPORT STAFF
JOB DESCRIPTION

ROLE TITLE	Reprographics/Administrative Assistant
CONTRACTED HOURS	30 hours per week
GRADE / SCALE POINT – SALARY	Grade 3, Point 4
REPORTING TO	Office Manager

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

Under the direction/instruction of senior staff, provide a high-quality reprographic/administrative service to the whole School community.

KEY TASKS & RESPONSIBILITIES

Organisation

1. To undertake all tasks in relation to the reproduction of information, reports and booklets including printing, photocopying, laminating and binding.
2. To assist in producing monthly totals for department and school photocopying.
3. To order stock and maintain stock control.
4. To carry out regular, basic maintenance, including changing toner and safety checks on reprographic equipment and arrange for repairs as necessary to ensure smooth operation of equipment.
5. To advise and train other members of staff and pupils as appropriate on the use of equipment.
6. To sort and distribute incoming mail, frank outgoing post and take last post of the day to the Post Office, maintain an accurate monthly report on post expenditure and ensure there is a sufficient balance maintained on the School's franking machine.

Administration

1. Provide routine clerical support e.g. Office cover, filing, phone calls, email, complete routine forms.
2. Maintain manual and computerised records/management information systems.
3. Undertake typing, word-processing and other IT based tasks.

Resources

1. Operate office equipment e.g. photocopier, computer, telephone.
2. Arrange orderly and secure storage of supplies.

Responsibilities

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Be aware of and support difference and ensure equal opportunities for all.
3. Contribute to the overall ethos/work/aims of the school.
4. Appreciate and support the role of other professionals.
5. Attend and participate in relevant meetings as required.
6. Participate in training and other learning activities and performance development as required.

Continuing Professional Development

1. To take responsibility in conjunction with their line manager for their own professional development and to participate in staff training when provided.
2. Maintain a professional portfolio of evidence to support the Performance Management process-evaluating and improving own practice.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with students, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the Headteacher or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
KNOWLEDGE		
Technical or Specialist	<ul style="list-style-type: none"> • General clerical / administrative work • Appropriate knowledge of first aid • Participate in development and training opportunities 	•
Literacy and Numeracy	<ul style="list-style-type: none"> • Good level of literacy and numeracy • Good keyboard / computer skills 	
Organisational	<ul style="list-style-type: none"> • Ability to prioritise as needed and work in an organised manner 	
Equipment / Materials	<ul style="list-style-type: none"> • Good understanding and ability to use relevant technology e.g. photocopier 	
Interpersonal and Communication	<ul style="list-style-type: none"> • Ability to relate well to children and adults • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these 	