**Job Description: Administration Assistant**

**(Reprographics)**

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| **Post Details** |  |
| **School/setting:** | Twynham School |
| **Post type:** | Support Staff |
| **Grade/Pay Level:**  | Grade 4 |
| **Responsible to:** | Operations Manager |

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| **Main Purpose** |
| To work flexibly within the Front Office Team to support the day to day administration of the school, with a specific responsibility for producing printed materials of a high quality for teaching staff in designated subject area/department, including some in-class support with pupil activities. Whilst ensuring all reprographics equipment across the site is working with minimal downtime. |

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| **Duties and Responsibilities** |
| * To work flexibly within the front office team to complete administration roles linked to the day to day running of the school, including providing cover in reception.
* To contribute to the production and design of high quality resources i.e the school newsletter and a school promotional materials.
* To provide an outstanding reprographics service that can be relied on by all members of staff.
* To deliver resources to staff members (e.g. large volumes of printing).
* To make sure all reprographics equipment is functioning and regularly re-stocked to minimise delays to Teaching and Learning.
* To undertake duties to provide a quality reprographic service to the school and its community using a variety of sophisticated black and white and colour processes, machinery and materials.
* To assess the confidentiality of work submitted for printing, exercising the appropriate safeguards relating to access.
* To maintain and run costing reports which assesses materials and printing.
* To contribute to teaching sessions as appropriate by demonstrating or advising on the proper and safe use of materials and equipment for practical activities, including directed support for individual pupils.
* To maintain and undertake basic repairs to equipment where practical to do so or arrange alternative servicing by approved contractors.
* To use knowledge of chemicals, inks and other materials to maintain a safe environment for printing and reprographics including advise on health and safety matters in relation to the reprographics area.
* To be responsible for the safe storage of equipment and materials and the disposal of waste products in accordance with the relevant regulations, guidelines and school procedures.
* To create and maintain appropriate records for the control and allocation of relevant materials and resources, including service schedules, inventories and stock.
* To work against and stick to a strict matrix system when required during peak periods of the year (e.g. exam mocks/other important material).
* To undertake ordering and stock allocation activities as authorised, including arrangements for the local purchase of materials through petty cash.
* To ensure that Health and Safety requirements and other relevant regulations (e.g. COSHH) are adhered to and observed. This may involve undertaking regular checking procedures and risk assessments, as appropriate to the work area.
* To work co-operatively with other technicians to develop and share skills and expertise.
* To promote and safeguard the welfare of children and young people in accordance with the school’s safeguarding and child protection policy.
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| **Safeguarding Duties and Responsibilities** |
| * Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies.
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| **Other Duties** |
| All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time. |

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| **Twynham Learning Attributes for all Staff** |
| * Ambition for excellence
* Professionalism
* Humility
* Championing change
 | * Inclusiveness
* Positivity
* Community-mindedness
* Being collaborative
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| **Qualifications, Knowledge, Skills and Attributes Required** |
| **Essential:*** A general level of education equating to NVQ level 2.
* Familiarity with the safe and proper use of reprographics equipment.
* Good interpersonal skills and the ability to work co-operatively within the staff team.
* Be able to work under pressure and tight deadlines.
* Have excellent organisation and communication skills.
* A ‘can do’ work ethic.
* Bundles of energy and able to be very hands-on.

**Desirable:*** A vocational or academic qualification in the relevant subject area at NVQ level 3 or above.
* A background working with photocopiers and materials.
* Knowledge of Adobe Photoshop and Microsoft Office 2016.
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| **Notes** |
| * This job description may be amended at any time in consultation with the post holder.
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| **Glossary** |
| * Explanations of any abbreviations or jargon contained in this job description can be found in our [Twynham Learning Glossary](https://www.twynhamlearning.com/1038/twynham-learning-glossary?search=glossary).
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