

## JOB DESCRIPTION

<b>JOB TITLE</b>	Reprographics Assistant
<b>EMPLOYER</b>	University of Brighton Academies Trust
<b>LOCATION (Academy)</b>	The St Leonards Academy
<b>RESPONSIBLE TO</b>	Academy Student Outcomes Manager
<b>GRADE AND HOURS</b>	Single Status Grade 5 37 hours per week / Term Time plus 5 days
<b>RESPONSIBLE FOR</b>	N/A
<b>MAIN PURPOSE OF THE JOB</b>	Provide a Reprographics service for all staff in The Academy

<b>MAIN TASKS / KEY RESPONSIBILITIES</b>	
<b>1</b>	To be responsible for all reprographics work for the whole Academy, including binding, laminating and hole-punching
<b>2</b>	To prepare work for reproduction – word processing / DTP – posters, certificates, notices, forms etc
<b>3</b>	To keep the photocopying and print machines in Reprographics in good working order, ordering consumables and liaising with suppliers for maintenance. To order toners for general printers.
<b>4</b>	To keep records of reprographics work and stationery items issued, and charge to departmental budgets as appropriate
<b>5</b>	To assist staff with queries and photocopying, and provide on-the-job training where required
<b>6</b>	To distribute bulletins, newsletters etc via staff pigeon-holes
<b>7</b>	To carry out all activities in line with the Academy's policies for Health and Safety, and Equal Opportunities
<b>8</b>	To cover for other administrative roles when required such as Reception, Student Welfare Assistant and Administrative Assistants.
<b>9</b>	To participate in professional development activities and performance management activities as required

<b>10</b>	To undertake other reasonable duties as directed by your line manager
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<p>This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.</p> <p>There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.</p>
<b>Date: May 2019</b>

<b>Additional Information</b>
<ul style="list-style-type: none"> <li>• All Support Staff posts within the Academy are subject to a one year probationary period</li> <li>• This post is subject to a Disclosure and Barring Service (DBS) check</li> <li>• This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.</li> </ul>
<p><b>The University of Brighton is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.</b></p>

## PERSON SPECIFICATION

<b>Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
A basic understanding of a school environment		√	I
Experience of undertaking a range of clerical duties	√		A/I
Experience of, or willingness to learn, a range of computer applications	√		A/I
Knowledge of Word, Excel and Outlook, or similar software		√	A/I
<b>Key Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Ability to work in an organised and methodical Manner	√		A/I
Ability to maintain efficient record keeping systems	√		A/I
Ability to produce accurate and up-to-date records and reports as required		√	A/I
Ability to convey straightforward information, orally and in writing, to colleagues, students, parents etc		√	A/I

Ability to take personal responsibility for organising day to day targets		√	A/I
Ability to demonstrate basic keyboard skills for accurate computer input and retrieval	√		A/I
Ability to work effectively as part of a team	√		A/I
Ability to work in a discreet and sensitive manner	√		A/I
<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Ability to demonstrate commitment to Equal Opportunities	√		I
Willingness to participate in further training and development opportunities offered by the Academy, to further knowledge	√		I