



Job Description - Reprographics & General Administrator

Responsible to the Business Manager

Salary Scale SCP 1- 4 £17,364 - £18,065 Full Time

Purpose

- To promote an outstanding and efficient school by providing a high quality, effective reprographic and administrative support.

Responsibilities

- To ensure an effective reprographics service is provided - photocopying, laminating and binding.
- To be responsible for contacting service engineers as and when required
- To monitor reprographics stock levels.
- To monitor and provide a report on photocopy use to the Business Manager.
- To ensure good housekeeping to maintain a tidy reprographics room
- To provide effective communication links (telephone, email and messages) throughout the school
- To receive and send e-mails, and forward appropriately.
- To receive and disseminate post and parcels.
- To undertake relevant training.
- To be familiar and comply with all relevant Health and Safety, Management of Risk, Operational, Personnel, Data Protection and Financial Regulations, policies and procedures.
- To support clerical work in the school including providing staff with pupil information as required.
- Supporting and reporting staff and student absences when required.
- To maintain supplies for hospitality.
- To maintain a hospitality diary and provide refreshments to staff & visitors as required
- To maintain the Principals diary and arrange meetings as required.
-

The above statements are intended to describe the general nature and level of responsibility. It is not to be construed as an exhaustive list of all requirements as occasionally he/she might be required to perform duties outside of these points as deemed appropriate and reasonable by the Business Manager or Principal.

I agree that this job description conveys an accurate description of the role of Reprographics and general administrator

Signed (post holder)

Date

Signed (line manager)

Date