



Executive Principal: Rhodri Bryant

REQUIRED SEPTEMBER 2017

## Reprographics Officer

(37 hrs per week, term-time only)

Salary: Level 2 - £15,213 - £16,816 per annum pro rata (Actual £12,925 - £14,287)

plus a generous pension contribution

We are looking for an enthusiastic and dynamic person who is highly organised and self-motivated to provide a full reprographics service for the Academy, producing, photocopying and printing materials in a timely and efficient manner as required. You will be responsible for the quality of all word processed work within the resources area and will assist in the duplication, collation and finishing. Your ICT skills have to be of a high standard and should include Outlook, Word, Publisher, Excel – any other publishing software will be an advantage. As part of this position you will also be required to manage the Academy cloakroom including uniform sale and stock.

You must be comfortable in dealing with people from all backgrounds and have a great deal of common sense. You will need to be well organised, patient and able to prioritise effectively. Your command of the English language (written and oral) must be exemplary.

The successful candidate will be part of our exciting new Trust working with two primary schools as well as the secondary.

If you are interested in the post please download an application form from our website and e-mail with a covering letter of application to Sarah Friend ([sarah.friend@langleyacademy.org](mailto:sarah.friend@langleyacademy.org)). **The closing date for this post is 22/05/17. Interviews will be held week commencing 05/06/17.**

The Langley Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**All appointments are subject to a DBS Check.**

# The Langley Academy

## Job Description

### Reprographics Officer

#### **Salary/Grade**

Level 2

#### **Purpose of the job**

To provide a full reprographics service for the Academy

#### **Reporting to**

Academy Finance Director

#### **Liaising with**

Executive Principal, Head of School, Leadership Team, SENCO, Subject Leaders, Raising Standards Leaders, teachers and support staff, external agencies and parents.

#### **KEY FUNCTIONS**

- To support the Academy with administration tasks as required, including filing, reception duties, support of meetings/functions etc as directed
- To provide a full reprographics service for the Academy, producing, photocopying and printing materials in a timely and efficient manner as required
- To manage the Academy cloakroom including uniform sale and stock
- To receive monies for sundry items and provide reconciliations as required
- To be responsible for the quality of all word processed work within the resources area and to assist in the duplication, collation and finishing
- To maintain adequate supplies of paper, card, toner and other consumables and order as required
- To assist with the design and layout of all in-house publications and to be responsible for keeping records weekly and daily on the cost of printing for each department
- To update on a daily basis the “information plasma screen” within the Academy

## **SPECIFIC RESPONSIBILITIES**

### **The main responsibilities of the post are to:**

- To support the Academy with administrative support as part of the Administration team
- Establish and maintain efficient and effective systems in liaison with the Finance Manager to ensure the delivery of a high quality reprographics service for the Academy
- Operate and maintain printing and associated equipment including photocopiers, collating, binding, stapling and laminating machines
- Undertake routine maintenance tasks for printing equipment in the school and arrange for repair if necessary
- Produce a wide variety of printed and copied documents to meet the needs of the Academy and advise teaching and other staff on the best methods of producing and publishing their work requirements
- Ensure the reprographics room is stocked, offering best support to staff
- Undertake routine administrative and clerical tasks in support of the administrative function and be a full member of the Administration Team
- File, index and maintain work originals as required
- Cost work produced and keep detailed records of costs, issuing regular updates to subject and department areas
- Produce regular reports to the Finance Director re costings; departmental usage etc.
- Work to support the Principal in the maintenance of good discipline and behaviour throughout the Academy
- Attend and participate in regular meetings and participate in training and other learning activities, as required
- Actively support and participate in the museum learning programme
- Participate in and support the performance management policy
- Be familiar with and to adhere to relevant parts of the Academy's Health & Safety policy
- promote and safeguard the welfare of children and young people you are responsible for or come into contact with
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of, support and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the Academy
- Assist in the development of the Academy Strategic Plan and its review mechanism
- Undertake other tasks as reasonably required by the Executive Principal

# Person Specification

<b>Qualifications and experience</b>	<b>Essential</b>	<b>Desirable</b>
GCSE in Maths and English or equivalent		✓
Any further training related to the role		✓
Office and Administration experience/training		✓

<b>Professional Knowledge &amp; Understanding</b>	<b>Essential</b>	<b>Desirable</b>
The successful applicant will need to demonstrate knowledge and understanding of:		
Ability to communicate with all levels of staff in confident, calm and professional manner		✓
Excellent numeracy and literacy	✓	
High organisational skills		✓
Good ICT skills especially EXCEL including use of databases	✓	
Ability to manage workload and priorities	✓	
Experience of dealing with highly confidential information		✓
Knowledge of office support processes	✓	
Good records maintenance skills, including information retrieval		✓
Ability to handle sensitive & confidential information	✓	
Flexible and adaptable, and able to work using own initiative		✓

<b>Personal Qualities and Skills</b>	<b>Essential</b>	<b>Desirable</b>
Ideally, we are looking for someone who:		
Person of integrity	✓	
Has a cup half full approach	✓	
Ability to maintain confidentiality	✓	
Ability to remain impartial	✓	
Is sympathetic to the needs of the school community	✓	
Have an openness to learning and change	✓	
Have a positive attitude to personal development and training	✓	
Have good interpersonal skills	✓	
Is a good role model for students	✓	
Has passion and believes that every student can succeed	✓	
Is energetic, creative and enthusiastic	✓	
Is co-operative, flexible and responsible	✓	
Is reliable, well organised and committed to high standards	✓	
Is patient, optimistic and has a fantastic sense of humour	✓	
Is able to prioritise	✓	
Is punctual, with a smart appearance	✓	
Has a good telephone manner	✓	