



## Walbottle Campus

### Job Description

<b>Job Title:</b>	Administrative Assistant (Reprographics)
<b>Reports To:</b>	IT Manager
<b>Hours of Work:</b>	Term Time, 30 hours per week and 3 trainings days. Temporary maternity cover.
<b>Level and Scale Point:</b>	AA684 - N4
<b>Job Purpose:</b>	Operation and supervision of Reprographics Unit
<b>Main Duties:</b>	The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.
	<ul style="list-style-type: none"><li>• Ensure the provision of plain paper, colour copying, laminating, large format scanning and file archival with other reprographic processes in an efficient and cost-effective manner and in accordance with client requirements and corporate styles/objectives.</li><li>• Supervision of Administrative Assistant Level 1.</li><li>• Maintain adequate stocks of consumables, maintain related records, prepare and maintain work progress and productivity schedules.</li><li>• Ensure that equipment is operated, cleaned and maintained in accordance with manufacturer's instructions, ensuring that faults are rectified, recorded or reported promptly.</li><li>• Undertake other reprographic tasks as required including handling, storage and movement of stock and finished goods.</li><li>• Document all reprographic functions and provide training to other staff as necessary in relation to hardware, software, administrative and housekeeping systems and protocols employed.</li><li>• Calculation of copy charges for service users, liaising with them to discuss requirements.</li><li>• To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.</li><li>• The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.</li></ul>