

Northern Education Trust – Job Description

Job Title:	Reprographics / Admin Assistant		
Base:	Academy		
Reports to:	PA to the Principal and Office Manager	Grade:	SCP 3 - 4
Service responsibility:		Salary:	£18,065 - £18,426 (FTE, Salary to be pro rata)
Additional:		Term:	37 hours / 39 weeks

JOB PURPOSE

- To assist in the provision of an efficient and up to date reprographics and learning resources service to students and staff
- To advise on the most efficient and economic use of resource materials
- To provide administrative support to the Academy

JOB SUMMARY

1. To assist with display work in all parts of the Academy, including mounting displays and other available resources
2. To work directly with curriculum departments regarding corridor and departmental displays and how these can be kept up to date and attractive
3. To maintain all reprographics machinery in a clean and workable condition, undertaking routine maintenance and dealing with minor problems in accordance with the manufacturer's instructions
4. To advise teaching staff of the most appropriate and cost-effective way of producing printed materials for use in the classroom
5. To assist with the production of classroom materials as required
6. To check returned items for condition, undertake routine repairs and refer for outside repair when needed
7. To provide information and support for students and staff on the use of resources
8. Organise and administer basic training sessions on the use of resources, where applicable
9. To assist the Expectations for Learning Administrator in ensuring that the resources and reading materials in the Expectations for Learning Room is regularly updated and provide a range of level and subject material
10. To have responsibility for the Reprographics budget and order stationery and general stock as required within this budget
11. To prepare materials for students to enable them to undertake Independent Learning
12. To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns
13. Provide efficient general administrative support for the Academy as required
14. To comply with Academy/ Trust policies and procedures at all times

GDPR

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

General

1. To participate in wider Trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed:

Date: