

JD RESOURCES / REPROGRAPHIC ASSISTANT

Responsible for: Providing reprographic and administrative support

Consulting with: Members of Senior Leadership Team
All staff

Reporting to: Business Manager

GENERAL DUTIES OF ALL SUPPORT STAFF

- 1 To support the school directly and/or indirectly in the fulfilment of its Catholic mission, and to identify with our Catholic/Christian ethos and behavioural standards.
- 2 To ensure prompt attendance for duty at the appointed time (see over). Colleagues are asked to avoid casual changes to the hours shown, unless these are negotiated with the line-manager and relayed to any other members of staff who may be affected by them. The working of additional hours may be a personal and voluntary matter, but when this is requested by the school, there will be an entitlement to additional pay. Term-time only staff are not required to attend for work on school INSET day closures, unless by special arrangement.
- 3 To ensure any absence is reported by contacting the school on the day of absence **before 7.45am** on 01243 552055, when Auto Attendant starts press 9. Give your name and brief details of your absence and its expected duration. On return from absence, please see the Cover Manager in order to sign back on for duty.
- 4 To sign in/out as appropriate in cases of late arrival or leaving the premises during the normal hours of working.
- 5 To be aware of and support the school's policy on Health and Safety, particularly:
 - To be aware of likely hazards, emergency procedures, first-aid provision and procedures for accident reporting.
 - To wear/use any appropriate safety clothing and equipment.
 - To report all damage, hazards and defects to the Site & Premises Manager.
 - To conduct all activities in such a way that the health and safety of pupils and colleagues are safeguarded.
- 6 To participate in the system of performance management/professional development operated by the school.
- 7 To carry out any reasonable professional request made by the Headteacher, Leadership Team or other line-manager, provided that it is compatible with prevailing conditions of service and employment law.

[SEE OVER FOR SPECIFIC DUTIES OF THE POST]

SPECIFIC DUTIES OF THE POST

Current hours per week:**Term-time only.****Current duty day(s) and time(s) per week:****08:30 -16:00, Monday – Friday (negotiable)**

- 1 To produce teaching aids, support materials and other publications as requested, including laminating, binding and reprographic documents
- 2 To implement procedures for the preparation and publication of the students' annual report
- 3 To offer advice and support to staff in the preparation and production of documents, letters, teaching aids, reports, mail-merge and exam work
- 4 To order materials and equipment as required in consultation with the business manager
- 5 To provide technical reprographic support to all staff
- 6 To ensure the scheduled production and publication of key school documents as appropriate. Current examples include school visit letters, commendation letters, curriculum booklet, options booklet summary, parents consultation letters, music concert programmes and tickets, orders of service for Advent, Carols by Candlelight, Christmas Concert
- 7 To facilitate laminating of documents, advising staff, ordering supplies and maintaining equipment
- 8 To undertake any other reasonable duties commensurate with the grade as and when required by SLT

January 2019