



Job Description & Person Specification
Administrative and Reprographics Assistant



Administrative and Reprographics Assistant

Salary: Scale 3 (SCP 14-17)

Location: Cheadle Hulme High School

POST REPORTS TO: Office Manager

MAIN PURPOSE OF THE JOB:

- To provide high quality, efficient and comprehensive departmental administrative support
- To provide an efficient and effective reprographic service to the whole school

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:

KEY AREAS

Main Duties

- To provide confidential administrative support to the allocated departments including the preparation of documents and reports using Word, Excel and PowerPoint
- To provide administrative support for the allocated departments for all trips and visits (both UK and overseas), including liaison with parents/carers, organising transport and tracking payments.
- To be responsible for departmental correspondence sent to parents/carers, including email communication.
- To schedule, monitor and prioritise the flow of job requests to the Reprographics Dept, ensuring all work is produced within necessary time constraints
- To quality assure all of the jobs produced
- To undertake minor repairs to the equipment
- To manage the Reprographics budget
- To raise purchase orders on the finance system when required, and sort and organise stock when received
- To maintain an efficient filing system – both manually and electronically
- To input/extract information to and from computer databases including the SIMS system
- To distribute departmental post
- To make appointments, arrange meetings and book meeting rooms as requested
- To arrange refreshments using the booking system
- To suggest improvements of operational procedures as necessary
- Provide cover for Reception and other absent colleagues when required

General

- To undertake such other duties related to the work of the whole school appropriate to the post, as may be assigned
- To attend relevant meeting and participate in training opportunities and performance development as required for the effective delivery of the role
- To work positively and inclusively with colleagues and stakeholders so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.
- To fulfil personal requirements, where appropriate, with regard to school policies and procedures, health, safety and welfare, emergency, evacuation and security.

Person Specification

Attributes	Essential	Desirable	How identified
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> Administration experience Sound knowledge and experience of PC based applications 	<ul style="list-style-type: none"> Experience of working in a school environment Experience of working with confidential information Experience of working with Reprographic equipment 	<ul style="list-style-type: none"> Application Form/ Interview/Task
EDUCATION AND TRAINING	<ul style="list-style-type: none"> Sound educational background including GCSE Maths and English (A*-C) Numerate/literate Willingness to undertake further training 	<ul style="list-style-type: none"> Awareness of current issues in the Education 	<ul style="list-style-type: none"> Application Form/ Interview/Task
SPECIAL KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> Good practical skills in using Microsoft Office including Word, Excel and PowerPoint Good communication skills (oral and written) 	<ul style="list-style-type: none"> First Aid at work certificate Experience of SIMS 	<ul style="list-style-type: none"> Application Form/ Interview/Task
ANY ADDITIONAL FACTORS	<ul style="list-style-type: none"> Excellent time management, administration and organisation skills Ability to work accurately to tight deadlines Ability to remain calm under pressure Ability to be flexible Good team player/ability to accord with fellow workers Ability to work on own initiative and prioritise effectively 		<ul style="list-style-type: none"> Application Form/ Interview/Task

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment