

JOB DESCRIPTION

NAME:

POST: Reprographics Assistant

RELATIONSHIPS:

The post holder is accountable to the Office Manager in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with the Curriculum Enrichment Co-Ordinator and all administration team members where necessary.

PURPOSE:

- Provide photocopying, laminating and binding services in accordance with agreed customer service standards.
- Undertake ordering of photocopying material and maintain stock.
- Organise the maintenance of reprographic equipment including the breakdowns to the manufacturers and appropriate service providers
- Maintain stocks of printed stationery in the staff workrooms and identified offices.
- Cover for receptionist as required.

GENERAL:

- To promote and safeguard the welfare of pupils in your care or that you come into contact with in accordance with the whole school Child Protection Policy.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Trust Business Director at the earliest opportunity.
- Identifying and agreeing personal development objectives with the Office Manager.
- Responsible for making effective use of the development opportunities made available to you.
- Responsible to assisting in promoting the Trust in the local community.
- Responsible and accountable for any other duties commensurate with this post as directed by the Office Manager, Associate Principal, Director of Primary Education and CEO.

ADDITIONAL INFORMATION:

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the post holder.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that the duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of the Trust.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Chief Executive Officer or his/her representative.

This job needs to be considered in the context of a changing and evolving Trust and therefore the duties detailed here will need to be adjusted to meet the needs of a changing organisation.

NOTE:

This job description will be reviewed at least once a year and may be subject to modification or amendment after consultation with the post holder.

Signed: Date:
Postholder

Signed: Date:
Associate Principal

THIS POST IS EXEMPT FROM THE REHABILITATION OF OFFENDERS ACT 1974

KING'S PARK ACADEMY IS COMMITTED TO PROVIDING A SAFE, SUPPORTIVE AND STIMULATING ENVIRONMENT FOR ALL ITS PUPILS FOLLOWING SAFEGUARDING CHILDREN 2004 GUIDELINES

High Expectations lead to High Achievers