



Resources & Reprographics Assistant
Job Description

Reporting to: Director of Strategy & Resources
Salary range: Scale 3, Spine Point 15-17
Work Pattern: 39 weeks per year: Term Time only
Monday to Friday, 8am – 4pm, 35 hours per week

PURPOSE OF JOB

To provide efficient and effective administration service in the Resources & Reprographic department, to support the staff with any resources and reprographic requirements.

MAIN ACTIVITIES AND RESPONSIBILITIES

1. Responsible for the day to day service of the school photocopiers managed by the contractor. This will include, but is not limited to; making the necessary call to replenish consumables, fault finding, check photocopier throughout the day keeping it stocked for staff use and requesting engineer call outs when needed.
2. To provide a service to the staff by using the various reprographics facilities to duplicate, laminate, and edit material where required
3. Advise staff in relation to the reproduction of their request that can be more economical or making the final product more presentable.
4. Managing printing budgets using an IT program which allocates printing credits following protocol.
5. To be responsible for ensuring that resources stocks are maintained ensuring best price for value
6. To meet all relevant deadlines with regards to quality assurance
7. To prioritise your workload and to have due regard for the efficient operation of the department
8. To create staff ID badges and maintain and hold digital images.
9. Stock stationary items are kept to a required level
10. Keep accurate records of paper stock and draw down as necessary.
11. Under the direction of the Marketing and Commination officer, such tasks that may be required to support the marketing services of the school.

12. Liaise with external printing and reprographics companies to reproduce work which we are unable to undertake in house.
13. Work with Art & DT technician to ensure all notice boards, signs and literature around the school building are kept up to date
14. Maintain and manage reprographics workload
15. Ensure all photocopying/printing request deadlines are kept
16. Undertake all duties with due regard to the schools health and safety policy
17. Undertake all duties with due regard to the schools equal opportunities policy
18. Undertake any other task in keeping with the nature of the role that is required by the Head Teacher and Line manager to support the school and it's students.
19. Set up audio/visual equipment for assemblies and in school events (training will be provided)

This Post has a responsibility for safeguarding and promoting the welfare of children and young people.

LONDON BOROUGH OF LEWISHAM

Person Specification

Title: Resources & Reprographics Assistant
School: Forest Hill School **Section:** Admin
Reports to: Director of Strategy & Resources **Grade:** Scale 3 (pts 15-17)
Hours: Mon-Fri 35 hrs per week (39 weeks Term Time Only)

KNOWLEDGE/SKILLS (Essential Requirements)

Qualifications/Training

NVQ 3 or equivalent qualification or experience in relevant discipline
Good numeracy/literacy skills

Knowledge and Skills

- Confident in the use of and able to assist staff to utilise a range of technology (e.g., computers, digital photocopiers, finishing equipment etc) and the ability to multi-task
- Strong IT skills including use of Word, Excel, Outlook and database entry
- Able to handle volume of work and work effectively under pressure
- Able to work quickly and accurately to deadline
- Excellent oral and written communication skills
- organisational skills to develop maintain and enhance existing systems

Experience

- Experience of using the full range of Microsoft Office suite and other appropriate software.
- Experience of working in a customer-focussed environment

Aptitude

- Ability to use initiative
- Ability to learn and use new systems quickly
- Able to work flexibly adapting to changes in work priorities as needed
- Able to maintain confidentiality in all circumstances
- Ability and commitment to provide a quality responsive service, demonstrating professional and tactful approach to work and dealing with customers
- Ability to advise managers and others correctly and in appropriate manner

Personal Qualities

- May be required with notice to attend meetings or to work outside of core working hours
- Reliable attendance
- Must meet London Borough of Lewisham requirements for the post

Equal Opportunities

- To operate a positive commitment to the Council's Equality and Diversity Policy and to ensure that it is implemented within the service area of the post

Circumstances

The person undertaking this post must have a current enhanced DBS. If a candidate does not have this status then they will be required to complete an application only if recruited to this post.