



RICKMANSWORTH SCHOOL

JOB DESCRIPTION

TITLE:	Reprographics and Admin Officer
RESPONSIBLE TO:	Director of Finance & Business Operations
GRADE & SALARY:	Salary scale: H3 Pt 5-6 (£23,500 - £23,893 + fringe £951 pro-rata) Actual Salary: £17,032 - £17,306 incl. fringe Term time only + 5 INSET days (0.8592 FTE)
NOTICE PERIOD:	3 months
HOURS:	30 hours per week across Monday to Friday (8:15 am to 14:15 pm Monday to Friday)
CONTRACT:	Term Time plus 5 days (INSET days)
PURPOSE OF THE POST:	To manage the parent communications system and the reprographics needs of the school

Reprographics

- Provide printing, photocopying, finishing and collation of documents as required
- Manage advance orders for bulk photocopying
- Organise servicing and maintenance of all reprographics equipment and keep appropriate records
- Provide general and confidential administrative services
- Assist with the preparations for school events, projects and functions
- Ensure school information and documentation is processed efficiently and within agreed deadlines
- Assist with displays and notices around the school

Admin duties

- Process and monitor on a timely basis outgoing parentmail requests and ensure that all letters have been proof-read and are in line with the School's in-house style
- Manage Lost Property
- Support the School's Fire Marshall to ensure records relating to the fire evacuation process are up-to-date
- Produce a variety of documents based on Microsoft applications (Word and Excel) and Google applications (Sheets and Docs)
- Provide daily cover on Student Services each morning between 8:15am and 9.05am
- Provide cover for the main reception team and other admin staff on an ad hoc basis when required
- Provide any other general administrative services reasonably requested by the Headteacher
- Liaise with staff, students, visitors and external agencies in a professional manner
- Maintain and update the Student Dashboard and Bulletin
- Administer the student rewards programme

Other duties

- Assist with medical first aid emergencies as part of the school's first aid team and hold an up-to-date first aid certificate
- Carry out responsibilities with due regard to the School's policy, organisation and arrangements for Health & Safety at work
- Carry out duties in line with equality and diversity principles and be sensitive to the needs of others, promoting a positive approach to a harmonious working environment
- Promote and safeguard the welfare of children, young and vulnerable people
- Undertake any other duties, appropriate to the grade, which may be required as directed by the Headteacher
- To attend, and participate in, meetings and training activities as required, involving the delivery and operation of the School's Lateral Flow Testing programme.

We can offer you:

- Excellent CPD opportunities
- A school rated Good by Ofsted where students' behaviour is exemplary
- A professional working environment where teamwork is highly valued
- A partially-selective school with a focus on academic achievement (Progress 8 in 2022 was +0.53 and similar expected in 2023)
- Admission criteria where preference is given to staffs' children
- A school which invests heavily in the future with £6M recent school expansion and strong ongoing financial support from our Foundation and PTA
- A hugely talented and cohesive support staff
- An outstanding wellbeing programme offering:
 - ❖ Flu jabs
 - ❖ Free access to our first-class fitness suite and swimming pool
 - ❖ Complimentary eye tests

Other Duties:

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time to time.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

An enhanced DBS check will be required for this post.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding, promoting the welfare of children and young people and uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination.

Applicants must declare any criminal convictions and submit to a check with the Disclosing and Barring Service as the post is exempt from the Rehabilitation of Offenders Act 1974.

PERSON SPECIFICATION - REPROGRAPHICS AND ADMIN OFFICER

Training , Experience and Qualifications	Essential	Desirable
Good Literacy and numeracy – GCSE mathematics and English or equivalent	✓	
Excellent and accurate word processing and database skills (Word, Excel, Google Sheets and Google Docs)	✓	
Admin and clerical experience of working in a school		✓
Experience of working in a public facing position		✓
First aid qualification (first aid at work or Level 3 First Aid qualification or willing to obtain this qualification)		✓
Aptitudes		
Good organisational and time-management skills	✓	
Good written and oral communication skills	✓	
Accuracy and an eye for detail	✓	
Able to quickly establish positive working relationships with a wide range of people from within the School	✓	
Ability to work with complete discretion and confidentiality	✓	
Committed to working as part of a team and significantly contributing to its effectiveness and success	✓	
Ability to create a professional and welcoming office environment for staff, students and visitors	✓	
Flexible approach and the ability to adapt to change within the working environment	✓	
Positive outlook & ability to work under pressure	✓	
Values		
High work standards and accuracy. Pride in a job well done.	✓	
Interest in the education of young people.	✓	
Safeguarding and Welfare		
The ability to maintain appropriate relationships with all members of the School community	✓	
Work with a genuine commitment to equal opportunities	✓	