



JOB DESCRIPTION

Central to our administrative philosophy is teamwork and post-holders are expected to embrace this prerequisite and be prepared to act flexibly in response to the day-to-day needs of the school

JOB TITLE: Administration Assistant (Reprographics)

GRADE: GR2

HOURS: 36.5 hours per week Term Time Only (+ 3 weeks)

Job Purpose

To provide reprographic and design support for the school

Main Duties and Responsibilities

- To carry out all reprographic requests, including photocopying and offsetting for all faculties and administration support
- To arrange or deliver completed work requests to the relevant faculty / staff member
- To complete and return costing documentation to allow the accurate and timely charge of reprographic services
- To ensure that all general forms and stationery are replenished and maintained at a level economical to the School resources
- To carry out regular stock-takes of reprographic resources e.g. paper, card, inks etc. to ensure service continuity
- To carry out design work for school and support based activities utilising available software and computer resources

- Provide initial first line repair, such as paper jams, depleted toners / maintenance support of print machinery, including liaison with outside contractors
- To create and design all in-house marketing materials including ensuring all documents carry both the WHA and WHMAT logos
- To support whole-school marketing events and communication with parents including school newsletters and term letters.
- To provide general assistance to the Administration Support Team
- To contribute to the setting and achievement of personal and team objectives in support of continuous improvement
- To attend training and performance development sessions as required in order to fulfil the responsibilities of this role
- Such other duties as may be commensurate with the grade and nature of the post
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety undertaking appropriate training
- To undertake appropriate professional development including adhering to the principle of performance management
- To adhere to the ethos of the school
 - To promote the agreed vision and aims of the school
 - To set an example of personal integrity and professionalism
 - Attendance at appropriate staff meetings and parents evenings
 - To support the duty teams with undertaking duties as and when required
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

Supervision Received

Responsible directly to the Senior Office Manager as required

Level of Supervision

Left to work within established guidelines, subject to scrutiny by Line Manager

Supervision Given

None

**OBSERVANCE OF WASHWOOD HEATH MULTI ACADEMY TRUST'S
EQUALITY POLICY WILL BE REQUIRED**

Signed: _____ (Head Teacher)

Signed: _____ (Post-holder)

Date: _____