

Application For The Role of:
Reprographics Administrator

Aspire • Respect • Endeavour



Thurstable School
Building Knowledge, Growing Character

Job Title	Reprographics Administrator
Grade	Scale 4
Salary	£24,294 - £24,702 Full Time Equivalent £20,010 - £20,346 Actual
Hours	35 Hours Monday -Friday 8.30am - 4.00pm 40 working weeks per year (1 week to be worked in the summer holidays)

Job Purpose

To provide ensure that all printing and finishing for the school is presented correctly and completed within the agreed deadline.

Job Description

- To provide a printing and copying service to all departments, ensuring deadlines are met. This can include printing, laminating, and binding as needed.
- To liaise with the departments to ensure all booklets are printed within the given deadlines.
- To design and produce documents as required, advising best value.
- To be aware of and comply with current copyright legislation relating to photocopying and audio-visual recording.
- To contact external technicians in the event of a breakdown of machinery and ensure that correct maintenance has taken place.
- To order supplies and equipment for the department and maintain stock levels.
- To produce the annual yearbook for students.
- To proofread documents as required.
- To assist with keeping school websites and social media channels updated.
- To photograph school events, e.g., sports day, school productions.
- To help support the main reception as required.
- To provide admin support across the school as and when needed.
- To support events management as needed, e.g., open days, induction days, taster days.
- To provide first aid support if needed.
- To undertake any training commensurate with the post.
- To participate in the performance and development review process, taking personal responsibility for the identification of learning, development, and training opportunities in discussion with the line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

There is an opportunity to further develop creative skills for candidates that are interesting developing this further. This could include publication design, website design and social media management.

PERSON SPECIFICATION

Detail	Essential	Desirable
Qualifications & Educations and Training	<p>GCSE Maths & English Grade C / 5 or Above</p> <p>Educated to A Level / Level 3 standard.</p> <p>Evidence of up to date CPD</p> <p>Commitment to continue to develop new skills and keep up with new technology.</p>	<p>Experience of reprographics</p> <p>Digital Media Experience</p> <p>Current First Aid at Work Certificate or willing to undertake training.</p>
Knowledge and Experience	<p>Experience of using</p> <ul style="list-style-type: none"> Google applications MS Office Applications <p>Experience of producing high quality content and documents for a variety of audiences.</p> <p>Experience of planning and delivering within deadlines.</p> <p>Experience in a busy office environment</p> <p>Experience of document printing and best value.</p>	<p>Knowledge of wide range of graphic design programmes and digital media channels such as:</p> <ul style="list-style-type: none"> In-Design Adobe Creative suite Photoshop Managing and producing content for Google websites Managing Social Media content : Facebook, twitter, Instagram <p>Social Media: LinkedIn, threads.</p> <p>Experience of working within a school</p> <p>Experience of photography</p> <p>Experience of proofreading</p>
Skills & Abilities	<p>Excellent attention to detail.</p> <p>Commitment to uphold the school values and mission.</p>	

	<p>Ability to build good relationships with users;</p> <p>Skilled at providing excellent levels of customer care;</p> <p>Methodical, organised and thorough administration skills; Proven incident/problem identification skills, with ability to resolve effectively;</p> <p>Ability to maintain a high degree of accuracy and attention to detail;</p> <p>Ability to prioritise and plan work to ensure that deadlines are achieved, and the demands of urgent ad-hoc work are accommodated;</p> <p>Confidence in training and presentation delivery, with a patient and respectful demeanour.</p>	
Personal Attributes	<p>Flexible approach to work, with a can-do attitude;</p> <p>A confident and positive communicator who can adapt their approach to suit all levels of staff;</p> <p>A friendly, supportive team worker who can build trust and positive relationships;</p> <p>A willingness to continually learn, enhance own skills and mentor less experienced colleagues;</p> <p>Emotional resilience; Resonance with the School's ethos</p>	

Other	<p>Take responsibility for own wellbeing;</p> <p>Demonstrate commitment to treating all people fairly;</p> <p>Excellent knowledge of Health and Safety legislation;</p> <p>Understand and comply with children protection procedures;</p> <p>Able to contribute to effective systems to share and safeguard information;</p> <p>Understand and comply with children protection procedures;</p> <p>Understand and comply with procedures and legislation relating to confidentiality;</p>	
Working with children	<p>Understanding and implementation of school behaviour management policy;</p> <p>Understand and support the differences in children and adults in relation to ICT;</p> <p>Good understanding of the school curriculum and the importance of ICT;</p> <p>Understand and promote the value of emotional and physical wellbeing in adults and children;</p>	