



St Ursula's Convent School

A Humanities College and Teaching School

JOB DESCRIPTION Admin Officer / Reprographics

As Administrative Officer and Reprographics, you will provide support as part of the Administrative team to the school, assisting at the reception desk, completing administrative tasks set and agreed with the Office Manager and also organising and completing reprographic tasks (printing, displays, stationary orders) for staff and the school for lessons and/or events.

Reporting to: Office Manager
Hours: 35 hours per week
41 weeks per annum (term time including INSET + 10 days)
Monday – Friday
08:00-16:00 normal work pattern
Grade: Scale 3 (sp.5-6)

Main Duties

- Provide a friendly and efficient administrative support service for staff, pupils, parents, visitors etc
- Carry out administrative / reception tasks as directed by the Office Manager
- Enter and retrieve data from the school's staff and pupil database, as appropriate, whilst ensuring GDPR procedures are followed
- Day to day use of Microsoft Office, Google docs, Edulink (home communication systems) SIMs and other IT systems
- Provide a professional and effective response to parental / staff communication queries
- Carry out photocopying and printing, as required, supporting the whole school
- Maintaining and operating the school's franking machine
- Operating all equipment, i.e. photocopier, scanner, printer, laminator, binder, stapler, computer for word processing and desktop publishing any other equipment that may be provided (training provided)
- Produce a wide range of support materials for the school including, printing booklets, designing documents, binding, laminating, advising staff on the most efficient and effective use of materials and equipment
- Monitor and order reprographic resources under the Office Managers direction
- Maintaining and organising the stationery cupboard, ensuring an inventory is kept for all supplies
- Ensure that the School's Reprographics Room is maintained in a tidy and organised manner
- Update displays across the school including digital displays (training provided)
- To be flexible and to be able to take part as / when required in activities such as open evenings, parents evenings

Other Responsibilities

- To provide cover on the Reception and Student Reception when required
- Any other duties appropriate with the general level of responsibility of the post as directed by the Office Manager/SLT
- Undertake relevant training as required to support the functions of the post and to enhance personal development
- Attend meetings as and when required
- To be trained as a First Aider / Fire Marshal and carry out duties as required

Performance Development

To take part in the school's staff development programme by participating in arrangements for further training and professional development

To continue personal development in the relevant areas

To actively engage in the Performance Management Review process

School Policy

Ensure that all duties and responsibilities are carried out in accordance with Health & Safety at Work Policy

Be aware of and comply with policies and procedures relating to child protection, health, safety & security and confidentiality, reporting all concerns to an appropriate person.

Contribute to the overall ethos, work and goals of the school

Child Protection

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures and the School's safeguarding policy

This job description is an illustration of the duties and responsibilities of the position. The post holder may be required from time to time to carry out other reasonable requests and duties as required, consistent with the responsibilities of the grade. As the school and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible. The school expects that the post-holder will recognise this and will adopt a flexible approach to work.

This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children.

ST URSULA'S CONVENT SCHOOL
PERSON SPECIFICATION
Administrative / Reprographics Officer

	Essential	Desirable
Qualifications / Training	<ul style="list-style-type: none"> • Good general standard of education • Good numeracy / literacy / ICT skills (GCSE grade C or above or equivalent) 	<ul style="list-style-type: none"> • Safeguard training
Specific Skills, Experience and Knowledge	<ul style="list-style-type: none"> • Previous experience of working in an office environment • Ability to fulfil duties including; <ul style="list-style-type: none"> ○ a polite professional telephone manner ○ ability to take and relay accurate messages ○ providing a first point of contact service for pupils, parents/guardians, visitors, staff and other outside agencies • Ability to undertake a range of office administration, accurately and efficiently including data entry skills • Excellent communication skills, both verbal and written • Good working knowledge of Microsoft Office (Outlook, Word, Publisher, Powerpoint and Excel); • Working knowledge of Photoshop • Able to identify, the needs of the school office, including the extended services within school • Excellent organisational skills • Ability to prioritise workload and to work to, and meet, deadlines • Ability to problem solve • Ability to work accurately under pressure in a very busy environment and adapt quickly and effectively to changing circumstances/situations. • An ability to use own initiative, work independently and also as part of a team • Knowledge and awareness of the importance of confidentiality and data protection • An understanding of the ethos of a school 	<ul style="list-style-type: none"> • Experience of working in a School Office • Knowledge of school administration practices and procedures • Experience of using SIMs or similar data management system • Experience of using Edulink or similar parent communication software • Experience of working in a reprographics role • Experience of designing a range of documents

Personal Qualities	<ul style="list-style-type: none">● Excellent record of punctuality and attendance● Good interpersonal skills with children and adults.● Good mobility to update display work across the school site● Smart professional appearance● Discreet and confidential manner● Motivated, enthusiastic and flexible● Effective time management skills● Awareness and commitment to equality and diversity, health and safety and safeguarding.● Supportive of the School's Catholic Ethos	
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