

## **CARDINAL POLE CATHOLIC SCHOOL**



### **JOB DESCRIPTION**

**Post:** Administrator with Reprographics & Audio Visual

**Grade:** Scale 5

**Working Hours:** 35 hours / 41 Weeks per year (Term Time plus 5 days)

**Responsible to:** Office Manager & Deputy Office Manager

**Cardinal Pole Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

#### **Principle Responsibilities:**

##### **ADMINISTRATIVE SUPPORT**

The following responsibilities are common to all Administrative support staff.

To undertake similar duties, commensurate with the level of the post, at the discretion of the senior members of staff.

This could include temporary re-deployment to meet the needs of the wider School.

These duties may include (not limited to):

- General clerical / administrative / filing support / reprographics
- Lunchtime and/or temporary cover
- Supporting preparations for major School events
- Communications with staff, students, parents and other external stakeholders
- Administration supporting the functions of admissions, attendance and/or behaviour, student welfare and data management.
- Reception cover when needed.

##### **SUPPORT TO SCHOOL**

1. Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
2. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
3. Be aware of, support and ensure equal opportunities for all.
4. Contribute to our Catholic ethos, our work and the overall aims of the school
5. Appreciate and support the role of other professionals.
6. Attend and participate in relevant meetings as required.
7. Participate in training and other learning activities and performance development as required.
8. Assist with pupil needs as appropriate during the school day.

##### **GENERAL AV / REPROGRAPHICS**

1. To be responsible for reprographics room, resources and services available to staff
2. To develop and maintain systems for efficient reprographic service
3. Maintain information technology peripherals and consumables
4. To maintain paper stock levels
5. To produce high quality documents as requested
6. To assist Teachers in the development high quality resources
7. Maintain 'house-style' throughout all audio and visual materials
8. Support the Headteacher's PA in gathering resources and printing of Parent's newsletter
9. To ensure timely updates of staff intranet
10. To be responsible for updating display screens
11. To be responsible for collating information for and e-distribution of pupil newsletter
12. Support pupils in accessing learning activities by undertaking photocopying and reprographic as directed by the Teaching and Support Staff



## **SUPPORT FOR TEACHERS**

1. Ensure the maintenance of a clean and orderly working environment (Staff room copiers)
2. Timely and accurate preparation of routine equipment / resources / materials as set out in instructions
3. Assist in designing and producing teaching resources
4. Provide a high quality reprographic and customer orientated service
5. Assist in the production of audio visual aids, resources, ICT support and laminating
6. Maintain paper in staffrooms daily

## **SUPPORT FOR THE CURRICULUM**

1. Operating high volume reprographic machines
2. Maintaining supplies in all machines
3. Maintenance of every-day equipment, checking machinery for quality/safety and reporting faults in the first instance to the Office Manager
4. Undertake simple repairs and report other damages
5. Operation of every-day equipment in accordance with instructions
6. Ensuring copying complies with the User Guidelines for Licensed Photocopying in Schools (CLA Licence)
7. Carrying out manual and machine finishing of printed work
8. Assist in designing and producing teaching resources

## **SUPPORT FOR THE SCHOOL**

1. Set up AV in Assembly Hall as required
2. Support for Performing Arts departments in management of sound and lighting
3. Undertake whole school photocopying
4. Maintaining stationery supplies for the administration team
5. Provide manual and electronic archiving
6. The delivery of whole school bulletins, briefings, etc.
7. Assist in the storage of paper deliveries
8. Maintain batteries, toner for AV equipment, office printers and photocopiers
9. Maintain camera/video equipment

## **GENERAL ADMINISTRATION**

The duties may be varied to meet the changing needs and demands of the School at the discretion of the Headteacher in consultation with you. This job description does not form part of the contract of employment. It denotes the way the post holder is expected and required to perform and complete particular duties.

### **Conditions of Service**

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the governors

### **Special Conditions of Service**

Full Enhanced DBS check and references will be obtained as part of this post.

**Equal Opportunities:** The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

**CARDINAL POLE CATHOLIC SCHOOL**  
**PERSON SPECIFICATION**



**Post:** School Administrator with Reprographics and AV

**Grade:** Scale 5

	Essential	Desirable
<b>Qualifications</b>		
Recognised business administration or information technology qualification or accreditation.		✓
<b>Experience</b>		
General clerical/administrative work	✓	
Experience of using SIMS database.	✓	
Experience working in a school setting.	✓	
Experience of using a wide range of office equipment and ICT software, information systems in an administrative environment. .	✓	
Experience of planning and managing tasks in a timely and effective manner and to work to specified deadlines.	✓	
Experience of handling cash.	✓	
<b>Knowledge</b>		
Knowledge of and commitment to school policies including Child Protection, Health & Safety and Equal Opportunities.	✓	
High level of ICT skills including knowledge of Microsoft Excel, Word, Power Point and Access.	✓	
Knowledge of First aid	✓	
To have an understanding and commitment of the school's vision and policies.	✓	
Knowledge of operating a variety of office equipment such as fax and franking machine.	✓	
<b>Skills</b>		
Excellent telephone manner.	✓	
Good numeracy/literacy skills.	✓	
Effective use of ICT packages.	✓	
Ability to build effective working relationships with a wide variety of individuals.	✓	
Use of relevant equipment/resources.	✓	
Ability to relate well to children and adults.	✓	

## Skills

Display the commitment to the protection and safeguarding of children and young people.	✓	
Ability to identify own training and development needs and cooperate with means to address these. .	✓	
Word processing and typing skills; typing at least 50 w.p.m.	✓	
Professional demeanour, good inter-personal skills and ability to deal with various members of public and senior management.	✓	
Ability and willingness to work in a flexible manner.	✓	
Ability to communicate effectively both orally and in writing.	✓	
Good interpersonal, organisational and communication skills.	✓	

