

Reprographics Assistant/Clerical Assistant

JOB DESCRIPTION AND PERSON SPECIFICATION

Location

To work at Pakefield High School, Lowestoft

Salary

Scale B
20 hours per week
38 weeks per year (Term time only)

Hours of Work

Monday – Friday 9.00am – 1.00pm

Start and finish times Monday – Friday may be negotiable.

Core Purpose - Reprographics

To provide a high-volume reprographic service to the school.

Reporting Lines

Report to Heads PA & Office Manager

Key Responsibilities - Reprographics

- Assist in the reproduction of material eg photocopying, laminating, stapling by straightforward use of office and reprographic machinery.
- Straightforward stock monitoring and processing of stock orders.
- Cleaning equipment and work areas
- Using computers for data entry, email, and limited amounts of straightforward word processing.
- Transporting supplies within school
- Collecting materials
- Tidying in storerooms.

Core Purpose – Admin Assistant

Core purpose is answering incoming calls, greeting visitors and providing a professional and knowledgeable first point of contact for staff, students, parents and visitors.

Key Responsibilities – Admin Assistant

- To receive and reply promptly to any telephone and other messages, dealing as appropriate with routine enquiries. To ensure that visitors and callers to the school are courteously and correctly received.
- Using computers for data entry, email and limited amounts of straightforward word processing.
- To undertake general clerical and administrative duties of a routine nature which could include:-
 - (a) Issuing bus passes.
 - (b) Maintaining student lockers
 - (c) Assisting with the maintenance of records/registers, including student absences.
 - (d) Dealing with lost property enquiries.
 - (e) Distribution of student property
 - (f) Supporting with collecting students for appointments in school
 - (g) Collating student responses for trips etc..
- To undertake photocopying, filing and e-mailing.
- To provide routine clerical and other assistance in other areas of the school as required.
- To undertake any other duties that are within the scope of the post, as determined by the Manager.

Other Opportunities

- Play an active role in academy life and make a positive contribution to the ethos of the academy.
- Actively participate in whole academy CPD.
- Perform additional duties and tasks required for the effective operation of the academy.

Variations

- As a member of the staff of the school the post holder must respect confidentiality and act at all times in the interests of the good name of the school and the health, well-being and good progress of its students. Staff must also display personal standards at work and in the local

community that are fitting for a person associated with the education of young people.

- Undertake other duties; to commensurate to the post holder's abilities, position and grade, as requested by the line manager, of a similar nature to those listed above, even if not individually itemised.
- Understand that the duties specified above are therefore neither exclusive nor exhaustive and may change over time.

This job description will be reviewed a least once per year and may be subject to amendment or modification at any time after consultation with the postholder.

It is not a comprehensive statement of procedures and tasks, but sets out the general expectations of the school in relation to the postholder's responsibilities and duty

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Specific training in specialist area • 5 GCSEs A*-C including English and Maths or equivalent. • Very good numeracy/literacy skills 	
Experience	<ul style="list-style-type: none"> • Experience in specific area in a working environment • Have knowledge of Health and Safety regulations/procedures 	<ul style="list-style-type: none"> • Experience of working in a school or with young people
Knowledge and Technical Skills	<ul style="list-style-type: none"> • Effective use of ICT and other specialist equipment/resources • Ability to self-evaluate learning needs and actively seek learning opportunities 	<ul style="list-style-type: none"> • Full working knowledge of relevant policies/codes of practice/legislation
Skills and Personal Attributes	<ul style="list-style-type: none"> • Good keyboard skills • Ability to prioritise effectively • High professional and personal standards in both work and conduct • Strong personal drive and willingness to get things done • Good time management • Openness to learning and change • Effective written and oral communication skills • Good interpersonal skills, including the ability to work as a team member, but also having self-motivation when working independently • Ability to relate well to students and staff 	
Equal Opportunities	<ul style="list-style-type: none"> • A demonstrable commitment to support and promoting safeguarding, student welfare, equality and diversity 	
Safeguarding	<ul style="list-style-type: none"> • A thorough understanding of up-to-date safeguarding requirements and best practice – in school training will be provided 	
Other Requirements	<ul style="list-style-type: none"> • Full UK driving licence 	<ul style="list-style-type: none"> • An understanding of data protection • Ability to work flexibly and outside of normal working hours if required

Clarion Corvus Trust is committed to safeguarding and promoting the welfare of children and young people across its schools and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS, and have checks carried out with previous employers. We are an equal opportunities employer.