



## **Administrative/Reprographics Officer**

**Required to work 37 hours per week, 40 weeks per year**

QEGSMAT is seeking to appoint an enthusiastic and experienced person to work at the City of Derby Academy [CODA] to provide a professional frontline service to students, parents and visitors, and be responsible for all aspects of reprographics. CODA is an 11-16 school whose educational philosophy is to improve the life chances of all of our students. The school is rapidly improving and is a rewarding and exciting place to work.

The City of Derby Academy is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

We offer candidates:

- Support, mentoring and professional development appropriate to the post.
- A forward looking, hardworking and enthusiastic team of staff with the desire and skills to improve outcomes.
- A location which has excellent transport and enjoys state of the art resources.

You will be working with a team committed to embedding excellence in everything we do.

We are committed to the protection of children and vulnerable adults. Appointment is subject to a clear DBS check to an enhanced level.

If you would like to be part of this exciting school community, please visit [www.qegsmat.com](http://www.qegsmat.com) where you will also find the job description and application forms. Alternately, you can contact us at [hr@qegsmat.com](mailto:hr@qegsmat.com).

To apply for this vacancy please email all completed applications forms to [hr@qegsmat.com](mailto:hr@qegsmat.com).

**Closing date for applications: Monday 12<sup>th</sup> November 2018 Noon**

**Interview date: Monday 19<sup>th</sup> November 2018**

**Salary: Scale 3 – £16,363 – £17,513 (pro-rata £14,129 - £15,122)**

**Start date: To be discussed at interview**



### **JOB DESCRIPTION**

**Post Title:** Administrative /Reprographic Officer

**Responsible to:** Headteacher's PA

**Scale:** Scale 3

**Weeks Per Annum:** 40

**Post Objectives:** To support the academy in improving outcomes for young people, ensuring they are healthy, safe, are able to enjoy and achieve, make a positive contribution and achieve economic well-being. It will be necessary to work with information technology and associated systems in accordance with school policies.

### **ROLES AND RESPONSIBILITIES**

#### **Reception / Administration**

- Provide a front line reception service to staff and visitors to the academy;
- Ensure the academy's signing in and out procedures are adhered to with regard to students, staff and visitors;
- Operate the telephone switchboard, dealing with incoming calls to the academy as appropriate;
- Open and distribute incoming post;
- Deal with outgoing post, delivering it to the Post Office daily;
- Maintain sufficient credit on the franking machine to meet the demands of the academy and changes in postal regulations;
- Support the Headteacher's PA, where necessary

- Undertake general administration duties to support the Academy, examples include but not limited to; minutes, request for information, supporting finance, supporting exams, updating databases, filing, printing etc;
- Support academy events as required.

### **Reprographics**

- To manage and prioritise the printing, laminating and binding requirements of the school, meeting deadlines of staff and in line with the school calendar;
- To quality assure documents before copying to maintain a professional image of the school;
- To maintain the printers within the Reprographics office to ensure the downtime is kept to a minimum;
- To order printing consumables for the whole school to ensure resources are always available to staff;
- To calculate department recharges for the Finance department and to invoice private copying to maximise the schools income;
- To recycle ink cartridges and toner bottles;
- To work as part of the Administration team to sort copying for distribution to students;
- To communicate effectively with staff so they can receive the best service in getting the work back to them as soon as possible so they can do their job effectively.

### **General Duties may also include;**

- Receive communications from parents/carers reporting student absence, updating the academy's management information system (MIS) accordingly;
- Develop and maintain positive relations between the academy, parents and students;

### **METHODS OF WORKING**

The post holder must:

- Maintain confidentiality and observe General Data Protection Regulations (GDPR) and associated guidelines where appropriate;

- To maintain an awareness of Safeguarding Children initiatives;
- Understand and comply with the academy's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the academy's professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



## **PERSON SPECIFICATION**

### **Administrative/Reprographic Officer**

	ESSENTIAL	DESIRABLE
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills both verbal and written</li> <li>• Systematic and practical with strong organisational skills</li> <li>• Self-motivated with the ability to manage time effectively and prioritise workload</li> <li>• Able to work under pressure and to meet deadlines</li> <li>• Proficient user of ICT including Microsoft Word and Excel</li> <li>• Practical and resourceful with a flexible approach to work</li> <li>• Calm, patient and approachable in all situations with a strong customer care focus</li> <li>• Effective communications skills</li> <li>• Ability to work as part of a team or independently</li> <li>• Ability to relate to both adults and students</li> <li>• Able to deal with confidential information in a sensitive manner</li> </ul>	
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Experience of working in a busy office environment, fulfilling a range of administrative duties</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Health &amp; Safety Regulations</li> </ul>

<b>EXPERIENCE</b>		<ul style="list-style-type: none"> <li>• Experience of working in a reprographics role</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• GCSE (or equivalent) Grade C or above in English and Mathematics</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid</li> </ul>
<b>QUALITIES</b>	<ul style="list-style-type: none"> <li>• Flexible, innovative and willing to embrace new ideas</li> <li>• Enthusiastic and self-motivated</li> <li>• Willing to develop through appropriate CPD opportunities</li> <li>• Ability to develop and maintain effective working relationships within differing contexts</li> </ul>	