

# **BLESSED HUGH FARINGDON CATHOLIC SCHOOL**

## **JOB DESCRIPTION**

### **POST HELD**

Reprographics Assistant

### **SALARY GRADE OF POST**

Grade 2 Points 3-4

### **REPORTING TO**

Office Manager

### **RESPONSIBLE TO**

Headmaster

### **RESPONSIBLE FOR**

Providing an excellent, professional and friendly service to all staff. To support the work of all staff and to promote the overall image of the school.

### **DUTIES**

- To carry out photocopying duties as instructed by staff via Office Manager.
- To monitor reprographics room supplies and arrange orders as necessary.
- To liaise with IT Department and photocopier service engineers when faults arise.
- To use laminating machine when necessary and charging relevant departments for its use and resources.
- To distribute post to relevant personnel when required.
- To cover reception duties in the absence of staff (answering phones, dealing with visitors etc)
- To assist with clerical duties of the Headteacher's PA (general photocopying, distributing mail)
- General pupil filing as instructed by Office Manager.
- General office administration duties as instructed by the Office Manager.
- To train as and be a qualified first aider, administering first aid and medicine to pupils and assessment of pupils sent to medical room followed by appropriate course of action.

### **Other Professional Requirements**

- Establish effective working relationships with a) students, b) parents c) professional colleagues d) External Agencies.
- Set a good example to the pupils through personal presentation, professional conduct.

- Support and carry out policies and practices to promote positive pupil behaviour and support the “Behaviour for Learning” programme.
- Take responsibility for personal professional development, including knowledge of school policies and procedures.
- Ensure compliance with all statutory Health and Safety requirements.
- To undertake other duties as the Headmaster/Office Manager may reasonably direct.

## **Person Specification/skills**

### **Skills and Abilities**

- Good general level of education
- Good communication skills – written and spoken
- Appropriate knowledge and application of first aid
- Competent Microsoft Office skills
- Good understanding and ability to use relevant technology e.g. photocopier, door systems, etc
- Participate in development and training opportunities
- Ability to relate well to children and adults
- Ability to use initiative
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- Have the ability to prioritise work, good time management and work well under pressure

**The responsibilities outlined above do not form an exhaustive list and may be subject to modification at any time at the reasonable discretion of the Headteacher/Office Manager in consultation with the postholder.**

**This post is subject to Level 1 Health and Safety Training**