

JOB TITLE	Reprographics and Clerical Assistant (Secondary Schools)	JOB REF NO	AAAE5026
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BASIC JOB PURPOSE

To provide a reprographic service for staff and pupils to maximize the efficient use of time by staff in the school.

NO	MAIN RESPONSIBILITIES
1	Provide a printing/photocopying service and associated tasks such as binding and laminating for staff and pupils.
2	Monitor and maintain stocks of AV equipment and other consumables and ensure equipment is readily available for staff when required
3	Provide a word processing/desk top publishing facility and maintain agreed quality standards for the production of documentation for circulation in school and distribution to parents, pupils and the community.
4	Maintain records of departmental levels of photocopying and stationery to enable the Finance Administrator Officer to monitor department budgets
5	Monitor and control stocks of materials and stationery for the School to ensure adequate stock is available.
6	To support and assist the work of the Office Supervisor with data entry on the School's SIMS modules.
7	Clean and maintain copy machines and other equipment, liaise with maintenance contractors as necessary.
8	Maintain an awareness of, and advise colleagues of copyright regulations
	Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.