



St Ursula's Convent School

JOB DESCRIPTION: Admin Officer with responsibility for reprographics

The Admin Officer with responsibility for reprographics, works as part of the Main Office to provide support in all aspects of school life. Their duties include organising and completing reprographic tasks (printing, displays, stationary orders, updating electronic screens) for lessons, exams and/or events. In addition, they carry out day to-day general office tasks such as covering Reception, carrying out first aid, and liaising with students, staff, parents, and outside agencies.

Reporting to:	Office Manager
Hours:	35 hours per week - all year round Monday – Friday 09:00-17:00 (normal work pattern) 1-hour unpaid lunch break each day
Grade:	Scale 4 (sp 7-10) depending on experience
Salary:	£29,346 - £30,630 per annum
Contract:	Permanent upon successful completion of a 6-month probation

Specific Duties:

- Provide a friendly and efficient administrative support service for staff, pupils, parents, visitors etc.
- Carry out daily reception duty as directed by the Office Manager
- Enter and retrieve data from the school's staff and pupil database, as appropriate, whilst ensuring GDPR procedures are followed.
- Day-to-day use of Microsoft Office, Google docs, Edulink (home communication systems) SIMs and other IT systems
- Provide a professional and effective response to parental / staff communication queries.
- Carry out photocopying and printing, as required, supporting the whole school.
- Maintaining and operating the school's franking machine
- Operating all equipment, i.e., photocopier, scanner, printer, laminator, binder, stapler, computer for word processing, desktop publishing, digital display software any other equipment that may be provided (training provided)
- Produce a wide range of support materials for the school including, printing booklets, designing documents, binding, laminating, and advising staff on the most efficient and effective use of materials and equipment.
- Monitor and order reprographic resources under the Office Manager's direction.
- Maintaining and organising the stationery cupboard, ensuring an inventory is kept for all supplies.
- Ensure that the School's Reprographics Room is maintained in a tidy and organised manner.
- Update displays across the school including digital displays (training provided)
- To be flexible and to be able to take part as / when required in activities such as open evenings, parents' evenings, school trips, open days etc.
- Keep accurate records and ensure Health & Safety and GDPR guidance are followed.
- To remain calm, using tact and diplomacy when dealing with complex matters that may arise in sometimes difficult circumstances.

- Ensure the school's safeguarding procedures are adhered to at all times.
- Deal professionally, promptly, and efficiently with incoming telephone calls and emails.
- Accurately record telephone messages, making sure that they are conveyed to the correct person, promptly and communicated to them effectively.
- Monitor email inboxes, making sure that emails are forwarded to the correct person, promptly and communicated to them effectively.
- Be courteous, professional, and able to handle multiple tasks with ease.
- Have a working knowledge of the school MIS system SIMs.
- Enter and retrieve data from the school's pupil database, as appropriate.
- To be involved as required in general administration as requested and required by the line manager / SLT.
- To provide assistance/cover for other Admin staff as requested including covering the main Reception area.
- Assist with managing hospitality requests including setting up rooms; and clearance of rooms.
- Help maintain the school's filing system (including Y7 intake and off role students)
- Help manage the school's confiscated items, recording details, labelling items, arranging secure storage and return.
- Day-to-day use of Microsoft Office, Google docs, Edulink (home communication systems), SIMs and other IT systems

Other Responsibilities

- Any other duties appropriate with the general level of responsibility of the post as directed by the Office Manager/SLT
- Undertake relevant training as required to support the functions of the post and to enhance personal development.
- Attend meetings as and when required.

Performance Development

To take part in the school's staff development programme by participating in arrangements for further training and professional development

To continue personal development in the relevant areas

To actively engage in the Performance Management Review process

School Policy

Ensure that all duties and responsibilities are carried out in accordance with Health & Safety at Work Policy

Be aware of and comply with policies and procedures relating to child protection, health, safety & security and confidentiality, reporting all concerns to an appropriate person.

Contribute to the overall ethos, work and goals of the school.

Child Protection

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures and the school's safeguarding policy

This job description is an illustration of the duties and responsibilities of the position. The post holder may be required from time to time to carry out other reasonable requests and duties as required, consistent with the responsibilities of the grade. As the school and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible. The school expects that the post-holder will recognise this and will adopt a flexible approach to work.

This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children.

Personal Specification	Essential	Desirable
EDUCATION/QUALIFICATIONS		
Minimum of Maths and English GCSE at Grade C or equivalent	✓	
Excellent literacy skills	✓	
Good numeracy	✓	
A record of Continuous Professional Development		✓
KNOWLEDGE AND EXPERIENCE		
Minimum 2 years experience in a school office / busy administration department		✓
Experience in dealing effectively and conversing in a professional, friendly manner	✓	
Experience of use of Microsoft Office, including Excel, Word, Outlook, and other IT software including desktop publisher, photoshop	✓	
Experience in providing excellent customer service and dealing with difficult enquiries appropriately, able to stay calm	✓	
Ability to identify the needs of the school in a creative fashion	✓	
Be able to think creatively to help solve problems	✓	
Ability to work independently, but also be an active team member	✓	
Experience of undertaking a range of administrative tasks	✓	
Have a working knowledge of SIMs and Google documents		✓
An awareness and understanding of safeguarding responsibilities of all adults who work with children	✓	
Able to work effectively under pressure and to tight deadlines	✓	
Ability to complete work to a high standard, with accuracy	✓	
Excellent organisational ability	✓	
Prioritise, plan, and organise your own workload and meet deadlines	✓	
Calm and focused under pressure	✓	
Ability to communicate effectively with all staff, parents, and pupils	✓	
Maintain a professional image and be able to always respect confidentiality	✓	
Build and maintain effective relationships within the admin team, school environment and the local community	✓	
Ability to be flexible where necessary, including out of hours working on occasion	✓	
Willing to learn and undertake training	✓	
Committed to carrying out role to the best of ability	✓	
PERSONAL QUALITIES		
Physically able to navigate the school site, manage first aid, update displays etc	✓	

Excellent timekeeping, time management and attendance	✓	
Smart professional appearance	✓	
Discreet and confidential manner	✓	
Motivated, enthusiastic, and flexible	✓	
Awareness and commitment to equality and diversity, health and safety and safeguarding.	✓	
Supportive of the School's Catholic ethos	✓	