

SYDNEY RUSSELL SCHOOL
JOB DESCRIPTION
REPROGRAPHICS ADMINISTRATOR

POSITION: REPROGRAPHICS ADMINISTRATOR

SCALE: APT&C Scale 4 (points 7-10)

HOURS & PAY: 35 Hours per week, term time only

Closing Date: 31st October 2025. Interviews will be held w/c 3rd November 2025.

PURPOSE OF JOB:

- To be responsible for providing a high quality wide ranging reprographic service to the school

MAIN ACTIVITIES:

- Operate the large photocopying equipment in the reprographics room
- Provide a range of services, including binding and laminating
- Work with staff to produce specialised materials to include booklets and prospectus
- Maintain and manage all stock
- Managing copyright compliance
- Ensure all deadlines and targets are met
- Ensure compliance with the Data Protection Act
- Fixing routine issues, e.g. paper jams, toner replacement
- Arranging for repairs of equipment as and when necessary, to ensure the smooth operation of all equipment

All staff are responsible for promoting and safeguarding the welfare of students by always ensuring compliance with the school's Safeguarding and Child Protection Policy. All staff must report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead. This document summarises the main responsibilities of the post.

REVIEW ARRANGEMENTS

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that over time the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of the responsibility entailed. All staff are required to undertake whatever else may reasonably be requested by the Principal in support of the Aims of the School. Job Descriptions are subject to annual review.

CONDITIONS OF EMPLOYMENT

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (The contract). The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body:

- To uphold the school's policy in respect of child protection matters
- Will be subject to the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate and all relevant statutory and institutional requirements

- The post holder may be required to perform any other reasonable tasks after consultation
- This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed
- This Job Description is not necessarily a comprehensive definition of the post. It may be subject to modification at any time after consultation with the post holder
- All staff will be expected to participate in the school's performance management scheme.

PERSON SPECIFICATION

EDUCATION & QUALIFICATIONS

Essential	Desirable
<ul style="list-style-type: none"> • GCSE In Maths & English or equivalent • Excellent ICT skills 	

SKILLS & EXPERIENCE

Essential	Desirable
<ul style="list-style-type: none"> • Proven experience in administration including the development, management and operation of administration and management systems • Experience of liaison with External partners • Knowledge of Microsoft Office including Word and Excel • Database knowledge • Knowledge of preparing reports, minutes, general correspondence 	

COMMUNICATION AND INTERPERSONAL SKILLS

Essential	Desirable
<ul style="list-style-type: none"> • Excellent communication skills • Excellent interpersonal skills demonstrating the ability to relate well to pupils, parents and staff • Able to act with confidentiality, tact and discretion • Demonstrates a courteous and friendly approach • Work as part of a team • Proven organisational skills with a high level of accuracy • Ability to be flexible and to adapt to changing and challenging circumstances • Operate calmly and effectively 	

<ul style="list-style-type: none"> • Show initiative and be self-motivating • Ability to manage a variety of competing priorities and meet deadlines. • Ability to formulate ideas and solutions and present them effectively 	
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ATTITUDE & MOTIVATION

Essential	Desirable
<ul style="list-style-type: none"> • Ability to develop and motivate a team. • Delegating duties as required. • Ability to evaluate own development needs, those of other members of a team and address them through the performance management scheme. • Evidence of continuing professional development. • Proactive and self-motivated. • Planning and organisational skills to meet deadlines 	