

Reprographics Assistant The Oldham Academy North

JOB DESCRIPTION

Working time: 37 hours per week – term time plus 1 week

Role Purpose:

- To assist in the preparation, monitoring and updating the visual and media displays that promotes the school's values throughout the building and in the community.
- To assist in ensuring that all machines in the school are fit for purpose
- To assist in the printing, photocopying, collating papers, booklets and similar items, lamination and guillotining as required to support colleagues across the school.
- To assist with design and publication of materials for the academy's website and social media platforms.

Key Accountabilities:

Reporting to the Reprographics Manager this post holder will be accountable for:

Responsibilities:

- Monitor stock, order and purchase consumables for reprographics.
- Advising colleagues on suitability of design in terms of printing quality or visual standards.
- Assist the Reprographics Manager in designing original print copies and layouts for publications as and when requested.
- Assist staff in the safe operation of all printing/photocopying machines.
- Advise staff in the most efficient manner of producing work.
- Liaise with company representatives regarding new print technology and costings in the absence of the Reprographics Manager.
- To assist with the marketing of the school through the production of Graphic and Multimedia materials.
- To assist in the provision of a reprographics and design service for external agencies e.g., across E-ACT, Community groups, feeder schools as appropriate and agreed by the Headteacher.

Culture:

- Responsible for the Health and Safety, security and welfare of self and colleagues in accordance with E-ACT's policies and procedures, reporting all concerns to an appropriate person.
- Responsible for working in accordance with E-ACT's policy relating to the promotion of Equality, Diversity and Inclusivity



Undertake any other duties appropriate to the grade of the post as requested by your Line Manager. E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.



PERSON SPECIFICATION

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to **think big** for yourselves and for the world around you;
- We want everyone to **do the right thing** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong **team spirit**, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.

OUR VALUES

<p>Thinking Big</p>	<ul style="list-style-type: none"> • Show energy, enthusiasm and passion for what you do • Demand the highest quality in all that you do, and in the work of your team • Willing to champion new ideas and think beyond the status quo • Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better • Be open to new ideas and change where it will have a positive impact on the organisation • Show a willingness to embrace different ideas and ways of thinking to improve E-ACT • Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work • Commitment to self-development, and developing your wider Team • Ability to self-reflect on yourself, your performance, and to think about how this could be improved further • Ability to encourage ideas from others in order to improve the organisation and build your team's confidence
<p>Doing the Right Thing</p>	<ul style="list-style-type: none"> • Have integrity and honesty in all that you do • Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work • Take responsibility and ownership for your area of work • Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils • Be transparent and open • Be resilient and trustworthy • Stand firm and stay true to our mission

**Showing
Team
Spirit**

- Understand how you can have a greater impact as a team than you can as an individual
- Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission
- Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level
- Recognise and celebrate the success and achievements, no matter how small, of your colleagues
- Be generous with sharing your knowledge to help to develop others
- Understand and be willing to receive suggestions and input on your area of work from others
- Support your colleagues, even when this means staying a little later, or re-prioritising some of your work
- Be aware of other peoples' needs and show an ability to offer genuine support
- Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams

KNOWLEDGE, EXPERIENCE & SKILLS

Requirement

E – Essential

D – Desirable

Assessed at

A – Application Stage

I – Interview Stage

P – During the probationary period

		E	D	A	I	P
Organisational Fit	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
Knowledge	Minimum 5 GCSEs grades 4-9 including Maths and English (or equivalent)	X		X	X	X
	Additional qualification in graphic design/marketing or appropriate subject		X	X	X	X
	Knowledge of GDPR requirements		X	X	X	X
	Working knowledge of social media platforms	X		X	X	X
	Working knowledge of WordPress or similar		X	X	X	X
Experience	Experience of dealing with sensitive and confidential information	X		X	X	X
	Experience of working within a reprographics and design environment		X	X	X	X
	Experience of working effectively in a team	X		X	X	X
	Experience of working in an educational setting		X	X	X	X
Skills	Ability to prioritise workload effectively to meet deadlines and work under pressure	X		X	X	X
	Ability to use ICT and other specialist equipment	X		X	X	X
	Ability to use WordPress		X			
	Ability to communicate effectively with a wide range of stakeholders	X		X	X	X
	Ability to build and maintain effective working relationships with internal colleagues	X		X	X	X
	Ability to maintain high standards in own work with attention to detail	X		X	X	X
	Ability to contribute proactively to the team, including suggested design styles/layouts	X		X	X	X