**Reprographics Assistant – to start 25 april 2022**

Contract type: Part Time

Salary: Scale 7 £8,751.96 Per annum (based on £20,393.38 FTE)
Contract term: Permanent

The Maynard School is seeking a Reprographics Assistant to work 20 hours per week on a term time only basis.

Working hours will be Monday through to Friday 8.30am to 12.30pm (there is flexibility in the distribution of the weekly working hours).

The principal role is to provide support to the Reprographics Manager in providing reprographics and other resources-related services to both pupils and staff. This involves a mixture of deskwork with moving around the office and school site, and working with people and photocopiers. In addition, the role involves assisting with the preparation and organisation of the public exams.

The position involves personal and telephone contact with staff and pupils, and some suppliers and engineers.

**Key skills**

You will have:

* High level communication and people skills, with a good personal manner.
* Excellent organisational skills and punctuality.
* Good IT skills (experience of Microsoft Office and managing PDFs is highly desirable).
* The ability to work under pressure to short deadlines.
* High standards in your work, with excellent attention to detail and accuracy.
* The ability to maintain confidentiality when working with sensitive documents and/or information.
* Flexibility in your working hours and a willingness to adapt to the changing demands of school life.
* A sense of humour.

The following is a guide to the primary tasks; it is not meant to be an exhaustive list:

**Reprographics Support**

* Work with the Reprographics Manager to oversee the day-to-day operations of the Reprographics Office and the school’s reprographics job request system.

**Printing and Photocopying etc**

* Photocopying, printing and collating papers, booklets and similar items, laminating, guillotining and binding as required, for members of staff with a standard turn-around time of two working days, or sooner when feasible, and delivery of completed work to agreed locations around school.
* This will also involve formatting and preparing documents ready for print.
* Provide printing and copying support to staff and occasionally to pupils.
* Maintain and provide basic servicing (e.g. replacing toner) to the school’s reprographics equipment and order associated consumable materials as needed.
* Ensure that all machines around the school site have a supply of toners and waste toner cartridges, so that they can be replaced by staff as needed.
* Ensure the machines in reprographics are re-stocked with paper as needed.
* Record and report machine faults, and facilitate engineer visits.

**Stationery and Resources**

* Order stationery and resources (for classroom and non-classroom use), and maintain an appropriate level of stock throughout the year.
* Check deliveries and store as appropriate.
* Issue stock to staff, and pupils, as required.
* Ensure the staff room stationery cupboard is stocked up.
* Update the spreadsheet of resources used around the school as items are dispensed and also update the pricing annually.
* Undertake an annual stocktake.
* Personal and telephone contact with staff and pupils, and with a range of suppliers.
* Assist with the ‘Start of Year’ orders. This includes the distribution of order forms, collation of orders, placing of orders to the relevant suppliers, sorting of orders when the stock arrives, sorting the items as requested by each department and distribution of orders.
* Maintain a stock of card, cut to A6 size, for the pupils to use as revision cards.

**Exams**

* Print a supply of the new ICE book each autumn for the invigilators and for each exam folder.
* Update exam folders. This includes repairing folders if possible, ordering more folders as needed, photocopying and laminating posters (and cut to size), ensuring that all the information and documents are up-to-date in accordance with the latest version of the ICE booklet.
* Create candidate cards with the individuals’ name and exam number. This involves creating three sets of cards (in different colours for each age group and three different shades), set up and print labels with the candidates’ names (ensuring the correct spelling) and their number, sticking the labels onto the cards, laminating and filing appropriately.
* Add details of access arrangements to the candidate cards as appropriate. This involves taking the data from the access arrangement spreadsheet and creating and placing the relevant information stickers onto the individual cards, e.g. own room, computer, scribe, coloured paper.
* File attendance registers, in date and session order, as they come in from the exam boards.
* Print A4 exam and invigilator timetable for the exam folders, and an A3 one to be used as a check list when preparing the exam trays.
* During the exam series create invigilator trays, for each exam session, for the gym and additional exam rooms. This involves ensuring that the basic items are in the trays and in good condition, e.g. pen, pencil, clock, tissues… ensure that the clock is at the right time and that all items needed for access arrangements are in the tray, e.g. foreign language dictionaries, instructions for using a computer during an exam, instructions for scribes and readers to use.
* Add exam specific items to the trays, e.g. formula sheets and text books.
* Sort the correct candidate cards for each exam and add them to the correct folders.
* Identify the trays for each exam using cards for the day, time and room number.
* Clear invigilator trays at the end of each session, filing documents as appropriate. Notify the exam officer of any significant recorded issues on the ‘green sheets’.
* Check that the candidate cards have been returned and chase up any missing ones.
* Check that the trays have all their basic items and find/replace the missing items as necessary.
* Ensure that the folders are up to date with posters, and exam and invigilator timetables.

**Other**

* Prepare and distribute travel bags, ordering stock as required.
* Any additional assistance to the Resources Manager as required.

To apply please send a completed application form along with a covering letter and cv to zoecunningham@maynard.co.uk. Application forms can be downloaded from our school website.

**Closing date for receipt of applications: Friday 18 February 2022 at 8am**

**Interviews will be held on: Monday Tuesday 1 March 2022**

*The Maynard is committed to the safeguarding of children and child protection screening is applied to all posts.*

The Maynard School, Denmark Road, Exeter, Devon EX1 1SJ