

<b>JOB TITLE</b>	<b>Administrative Assistant – Cover and Reprographics (Secondary School)</b>	<b>JOB REF NO</b>	<b>AAAE5034</b>
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**BASIC JOB PURPOSE**

Provision of support by arranging staffing cover to ensure the smooth running of the school. To provide administrative support for staff and pupils, including reprographics services, to maximise the efficient use of time by staff in the school.

<b>NO</b>	<b>MAIN RESPONSIBILITIES</b>
<b>1</b>	Manage cover system on a daily basis in liaison with the Office and Marketing Manager. Maintain paper and electronic records of staff cover, supply staff hours, INSET and personal leave.
<b>2</b>	Make changes to cover and rooms as required during the day in response to unforeseen circumstances.
<b>3</b>	Engage and deploy external supply teachers
<b>4</b>	Provide a reprographics service and associated tasks such as binding and laminating for staff and pupils.
<b>5</b>	Clean and maintain copy machines and other equipment, liaise with maintenance contractors as necessary.
<b>6</b>	Maintain an awareness of and advise colleagues of copyright regulations.
<b>7</b>	Provide a word processing/desk top publishing and data processing service to ensure the efficient and timely production of correspondence and documentation.
<b>8</b>	Input any changes to student's personal details, change of address, phone number onto Arbor.
<b>9</b>	Undertake other administrative duties to facilitate the smooth running of the school.
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.	