

Job Description

Job title: Reprographics Administrator/Receptionist

Main purpose of job: To provide reprographics and reception support to all stakeholders within Plume Academy.

Department: Administration

Location: Plume Academy

Position reports to: Personal Assistant to the Executive Leadership Team

Length of contract:

Permanent – Monday to Friday
8am – 3:00 pm (includes a 30-minute unpaid break) term time plus inset days (39 weeks per annum)

Salary: Band 2 (Points 11-14) actual starting salary £17,738 per annum (2025/26 pay awards pending)

Key Responsibilities and Accountabilities

Main Duties:

- Manage workflow and operation of photocopiers and printers for all academy reprographics
- Finishing work, including folding, stapling, trimming and binding
- Upkeep of records in respect of card and PIN number systems used on photocopiers
- Order stock for the department
- Produce newsletter 'Plume News' for website and 'In Touch'
- Produce posters/documents/prospectus and any other booklets as and when required
- Copy exams papers as and when required at set times throughout the academic year, working in conjunction with the Exams team/Faculty's
- Weekly machine checks
- Contact engineers as and when required
- Reception cover, when required
- First Aid cover, when required
- Manage main reception/switchboard
- To provide support and cover to all reception areas when required. This will include covering FRC reception and MRC reception on a weekly basis.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the academy's Equal Opportunities Policy.

The Trustees of Plume Academy remain fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Date of next review: Annually in line with the Performance Management Review process.

| Person Specification - Qualifications and Experience | Essential | Desirable |
|--|------------------|------------------|
| Educated to Level 2 standard of education | ✓ | |
| Evidence of further professional study potentially within Graphic Design | | ✓ |
| Good level of understanding of ICT in Microsoft packages | ✓ | |
| High standards of achievement and professionalism | ✓ | |
| Excellent communication skills both written and oral and the ability to communicate effectively with students and staff | ✓ | |
| Knowledge, Skills and Abilities | Essential | Desirable |
| Thinking creatively to anticipate and solve problems | ✓ | |
| Organisational and planning skills including prioritisation of tasks | ✓ | |
| Ability to work as part of a team and on own initiative and with resilience | ✓ | |
| Staying calm and cheerful when working under pressure | ✓ | |
| Sharing and contributing to the aims and ethos of Plume Academy including a positive attitude to working with people with disabilities | ✓ | |
| Commitment to the personal development of all students, staff and self | ✓ | |
| Knowledge and understanding of safeguarding issues | ✓ | |
| Personal Qualities | Essential | Desirable |
| Treats people fairly, equitably and with respect to maintaining positive working relationships | ✓ | |
| Ability to maintain trust and be highly respected by staff | ✓ | |
| Has high expectations and shows a passionate commitment | ✓ | |
| A creative and imaginative thinker who has the ability to identify innovative solutions to problems | | ✓ |
| High level of communication skills both written and verbal and ability to address a range of audiences | ✓ | |
| Commitment to safe-guarding and promoting the welfare of young people | ✓ | |
| Flexible and adaptable | ✓ | |