



DRAFT JOB DESCRIPTION

JOB TITLE:	School Resources/Administration Assistant
GRADE/ ROLE PROFILE REF:	Grade B
WORKING WEEKS/ HOURS:	37 Hours - 38 weeks per year
TIMES WORKED:	8.00am (Flexible Start) – 4.00pm Monday to Thursday 8.00am to 3:30pm Friday
BASE:	Resources

ORGANISATIONAL ARRANGEMENTS:

Job holder:

Reports to: Senior Curriculum Administrator

GENERAL STATEMENT

To represent Deer Park School in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for Deer Park employees. Attendance at training courses may be required as part of professional updating.

RESPONSIBILITIES/ACCOUNTABILITIES (Resources):

- Prioritising requests for reprographics management, self-managing workload and liaising with staff to discuss queries and requests.
- Ensuring copyright legislation is adhered to.
- Providing staff training on using multi-functional devices.
- Operating reprographic equipment to fulfil printing and copying requests from staff and students.
- Undertaking all tasks in relation to the reproduction of information, such as reports, teaching resources, booklets, for a range of audiences by photocopying, printing, laminating, and stapling.
- Reformatting documents such as teaching resources, mock/PPET exam papers, or other booklets, leaflets and posters.
- Carrying out regular basic maintenance on reprographic devices, including changing toners, waste toners and staple units and clearing paper jams; addressing user errors, and logging maintenance calls as necessary.
- Ensuring the reprographics room is tidy and that health and safety regulations are followed and other relevant regulations (e.g. COSHH) are adhered to and observed.
- Ordering stock and maintaining stock control of paper and card, toners, and other consumables.

- Liaising with the Finance team regarding supplier contracts, quotations and invoices, and dealing directly with suppliers regarding stock, orders, returns and queries.
- Updating printing accounts, costing jobs, and cross-charging departments.
- Producing accounting summaries of printing and copying totals including all paper usage by monitoring machine usage to be able to produce monthly figures.
- Providing regular information to the Business Manager on photocopying use for the purpose of cost centre charging.
- To be responsible for the safe storage of equipment and materials and the disposal of waste products in accordance with the relevant regulations, guidelines and school procedures.
- Providing WP/DTP support for all curriculum based booklets, worksheets, exam papers etc. including use of Excel to produce coursework spreadsheets and financial information.
- Producing school publications, e.g., Student Planners, Teachers Planners, welcome booklets and assisting with the designing and producing certificates for end of term assemblies.
- Providing general photocopying support to the school.
- Providing lamination and binding service.
- Being responsible for the security of the Resource area and all equipment stored there.

RESPONSIBILITIES/ACCOUNTABILITIES (Admin):

- Hold a First Aid certificate and support/deputise for First Aid room as necessary.
- Provide back-up support for Reception/staff absence/LRC.
- Undertaking administration duties, and supporting reception by answering the telephone during busy periods and dealing with queries.
- Dealing with enquiries from staff and students quickly and efficiently.
- Such other duties may be reasonably allocated or directed within the purview of the post.

NOTES

- The School and site is open between the hours of 6.00 am and 10.30 pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
- Hours of work/designated lunch times may be subject to change for operational reasons.
- All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the HR Manager and Headteacher to enable records to be kept.
- If, at the time of interview for a post, an applicant has already booked a holiday (or other event), then that will be honoured up to six months after the starting date.
- No other holidays will be granted during term time without a very exceptional reason. Notice must be given in writing at least 6 working weeks in advance.
- In exceptional cases where time off is granted it will either be as
 - (a) unpaid leave, or
 - (b) time made up in lieu (by negotiation).
- There are other occasions when the Headteacher may grant leave (unpaid or time made up in lieu)
 - (a) Overtime has been worked by agreement with the Headteacher.
 - (b) To attend a special event e.g. graduation.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This postholder’s IPP would be line managed and undertaken by the Deputy Headteacher.

Date Prepared: 08/12/2025

Prepared By: HR

Date Reviewed:

Reviewed By: