



The Avon Valley School and Performing Arts College

Job Description

Job Title: School receptionist/reprographics assistant

Accountable to:	School Business Manager	Line Managing:	N/A
Post type:	Permanent Full time	Salary/Grade:	Band D SCP 4-5
Liaising with:	Parents/carers, staff, visitors, students		

Every member of staff is required to:

- Work towards and promote the vision, beliefs, aims and expectations of the school
- Support and contribute to the achievement of every child's outcomes
- Support and contribute to the safeguarding of all students
- Undertake professional development activities to enhance personal development and performance
- Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff.

Broad Description

- To support the school by providing an efficient and courteous reception service, reprographics and administrative support

Main Duties and Responsibilities

To operate a reception service that promotes a professional image of the school.

Duties include:

- Processing telephone calls and ensuring appropriate action is taken
- Operate standard office equipment, such as photocopier and franking machine
- Organisation of external post, including recording and preparation for collection by Royal Mail. This will include examination papers and coursework
- To ensure face to face enquiries from visitors, parents staff and students are dealt with appropriately
- To undertake administrative duties, such as letters, reports and collation of documents as required
- To input information onto the school system and extract information as instructed (this may require some manipulation)
- To respond to routine correspondence from standardised information, such as acknowledgments and requests for routine information
- To prepare detention slips, electronically, to be distributed by Duty students and email parents informing them of their child's detention
- To assist with the implementation of school administration policies, such as year 7 data forms
- To carry out such other administrative tasks and duties as required and appropriate to the grading of the post



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- Allocate tasks to the duty students daily
- Support teaching staff with behavior by use on the “on call” system

As a reprographics technician:

- To carry out photocopying/printing for members of staff
- To organise the distribution of letters/booklets to classes and staff
- To look after all photocopiers located in reprographics
- To arrange for the maintenance of reprographic photocopiers by an engineer where necessary
- To carry out laminating of sheets
- To carry out binding of booklets
- To maintain a list of items used by the different departments ie. card, laminating sheets etc
- Recording of data from photocopiers and liaise with the Finance Team showing the individual subjects’ use
- To order parts and supplies required for photocopiers, binding machines and laminators
- To order and maintain a supply of copier paper, card, laminating papers and labels etc
- To help in the general office when necessary

Continuing Professional development

- Take responsibility for personal professional development, keeping up-to-date with research and developments and changes in the school curriculum
- Undertake any necessary professional development as identified
- Maintain a professional learning portfolio of evidence to support the appraisal process including the incorporation of targets related to leadership, evaluating and improving own practice

Additional Duties

- Contribute to the life of The Avon Valley School and Performing Arts College, and support its ethos and policies
- Undertake any other duties as reasonably required by the Headteacher

This job description may be reviewed and be subject to amendment or modification after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties.

Safer Recruitment Statement:

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).