

CHILDREN AND LIFELONG LEARNING – HR SERVICES

School				
Job No.	Post Title	Grade	JE Pts	Date
C1082	Reprographic / First Aid Officer	Grade 4	NJC 381	April 2008

Statement of Purpose

Under the direction of senior management; provide an efficient and effective reprographics service for the school; administer the school assessment procedures, and to manage and administer the medical room and to provide first aid support to pupils in accordance with school policy.

Support to Pupils

- To provide first aid support to pupils in accordance with school policy.

Support to Reprographics

- To carry out reprographic duties to include collating and distribution of documentation supplied by teaching staff.
- To assist in the production of school presentation literature, e.g. lamination of documents, OHT's.
- To liaise with the Bursar to ensure that there are adequate levels of reprographic materials.
- To be responsible for the management of audio-visual equipment, to include maintaining records of bookings. Issuing of equipment to the teaching staff and where necessary to provide assistance in setting up equipment.

Support to Medical Attention

- To manage and administer the medical room.
- To assist with administration in connection with medical records and arrangements for school visits by medical personnel.

Support to Organisation

- To assist with the implementation and delivery of school assessment, recording and reporting policies and to provide support to the school assessment coordinator.
- To provide cover of reception duties as required.
- To assist in ensuring effective communication within and beyond the school, as necessary, at the direction of the Bursar.
- To ensure that the office is covered at all times.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.

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- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

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**Person Specification
Reprographic/First Aid Officer
Level 2**

Essential Criteria	Measured By
<p>Experience</p> <ul style="list-style-type: none"> • Demonstrate the production of a high standard of reprographic work. • Working in a school office environment or similar environment. 	AF/I
<p>Qualifications/Training</p> <ul style="list-style-type: none"> • A current First Aid Certificate, or be prepared to acquire and maintain one. • A good level of ICT skills and willingness to maintain and develop these. 	I
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Good numeracy skills. • Effective use of ICT and other specialist equipment/resources. • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. • Ability to relate well to children and adults. • Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. • Good organising, planning and prioritising skills. • Good interpersonal skills. 	AF/I
<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and 	AF/I

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decisive. <ul style="list-style-type: none">• Communicates effectively.• Has the ability to learn from experiences and challenges.• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	
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AF - Application form | - Interview

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***