

**NOTRE DAME HIGH SCHOOL
JOB DESCRIPTION**

Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Title	Reprographics / OLC Assistant (Job Share)	
Working Pattern	8 Hours per Week / 39 Weeks per Year. (4 Hours per Day over Thursday and Friday): 10AM – 2PM	
Purpose of the Job	To endeavour to implement the Notre Dame High School Mission Statement, promoting and supporting the ethos of the school as learning and caring community committed to following Christ's teaching. To contribute to teaching and learning in the school by operating and controlling the supervisory and administrative functions within the Open Learning Centre and Reprographics areas, working in accordance with any currently applicable schedules.	
Responsible To	Administration Manager	
Responsible For	N/a	
Pay Scale	Scale 3 £25,583 - £25,989 p.a. pro rata	
Level of Contact with Children & Degree of Responsibility	Level of Contact with Children	High
	Degree of Responsibility for Children	High
Conditions of Employment	The conditions of employment for members of non-teaching staff are defined in the current National Joint Council for Local Government Services Document and the Catholic Education Service. To endeavour to implement the Notre Dame High School Mission	

Statement, promoting and supporting the ethos of the school as a learning and caring community committed to following Christ's teaching.

Purpose of Role:

- To contribute to teaching and learning in the school by operating the supervisory and administrative functions within the Open Learning Centre and Reprographics areas and working in accordance with any currently applicable schedules.
- The postholder will also be required to work across other areas in school to provide support as required i.e., with admin systems/student supervision/exam invigilation etc

Main Duties and Responsibilities are (not exhaustive list)

OLC

- To contribute to teaching and learning in the school by operating the supervisory and administrative functions within the Open Learning Centre and working in accordance with any currently applicable schedules including:
- Developing and managing collections of books and resources within the OLC.
- Managing the OLC building equipment and furniture, ensuring that when issues arise the correct departments are notified.
- Administering the OLC budget and purchasing the necessary resources to ensure its effective service.
- Administration of student school lockers.
- Managing the registering and supervising 6th form study sessions.
- Maintaining effective working relationships with other departments to help support learning across the school, to include to provision of admin support, such as with enrichment days/GCSE option processes.
- Effectively managing the loaning of OLC resources using the eclipse system.
- Updating and managing MIS in place to ensure that it is accurate and up to date.
- Assisting students with their use of the OLC and the services it offers.
- Keeping up to date with relevant professional developments in the library sector.
- Assessing relevant training requirements and continued professional development opportunities.
- Maintaining a safe and productive working environment in the OLC.

Reprographics

- Receive printing/copying requests, cutting/laminating/producing booklets/labels, special printing, design and production of digital documents etc. in support of all school activities
- Print exam papers booklets as required throughout the year.
- Stationery ordering processes including:
 - Support in obtaining best value for money by comparing supplier prices and delivery costs.
 - Place bulk orders as identified in connection with central stationery ordering processes
 - Good Receipt Orders
 - Arrange distribution of goods
 - Maintain accurate records of stationery costs incurred by budget holders
 - Maintain and manage a central supply of stationery (in addition to bulk orders) and allocate are required
- Undertake regular, basic maintenance, including changing toner, and safety checks on all School reprographic equipment
- Arrange for repairs of equipment, as and when necessary, to ensure smooth operation of all equipment

- Deal with the service departments of suppliers to ensure service requirements of machinery are met
- Monitor records of usage on a monthly basis and reporting on patterns of usage. Delivery of paper supplies to departments, as and when required.
- Ensure that the Academy's Reprographics Room is maintained in a tidy and ordered appearance.

Additional Specific Responsibilities:

- In consultation with the post holder, the Headteacher/Line Manager may require a person to take on any additional responsibility as the school develops and/or the need arises.

General Duties:

- To support and contribute to the Catholic nature of the school as directed by the Headteacher and Governors
- To share responsibility for the school's commitment to safeguarding and promoting the welfare of children and young people.