



JOB DESCRIPTION

POST:	REPROGRAPHICS AND EVENTS ADMINISTRATOR	DATE: MARCH 2025
REPORTING TO:	ADMINISTRATION & SUPPORT MANAGER	
LOCATION:	ALTRINCHAM GRAMMAR SCHOOL FOR BOYS This post requires the ability to travel when required and to work directly with other Schools in the Trust.	
DISCLOSURE LEVEL:	ENHANCED DBS	

Job Purpose:

The Reprographics and Events Administrator works to ensure that the educational aims and services of The Hamblin Education Trust and the schools which form part of the Trust are delivered in an organised and efficient manner. The staff member will support the teaching staff and pupils to produce learning resources to deliver effective education. They will also work to highlight and advertise learning within the school, supporting teachers in demonstrating successes and topics of discussion through informative and engaging display boards. The events administrator will play an instrumental role in the planning and organising of school events.

Reporting into the Administration & Support Manager of the Trust, the post holder is responsible for ensuring that the services delivered are compliant with regulatory and governance requirements.

This role requires a collaborative mindset and the ability to support the administrative team as needed. The successful candidate should be flexible and willing to assist with administrative tasks during peak times, ensuring smooth operations across departments.

The post holder will be able to harness all opportunities to create a climate of success and achievement for all, in accordance with the values of The Hamblin Education Trust.

MAIN ACCONTABILITIES	
Learning Resources & Teaching Support	<ul style="list-style-type: none"> • Produce copying, collating, and finishing as requested for all staff • Advise staff and others on the use of equipment and other resources • Produce reports from Arbor for staff • Assist in the training of colleagues, when and where appropriate on the use of reprographics equipment • Produce ID badges for new members of staff, Sixth Form badges, students Sodexo cards etc • Produce House Points Certificates (liaising with Assistant Head),

	producing Headmaster's Commendations etc (liaising with HM PA)
Photocopying Technical Support	<ul style="list-style-type: none"> • Ability to master the workings of Multi-Functional Devices (photocopier/printer/scanner) • Undertake basic maintenance and repair of reprographics and associated equipment • Liaise with relevant supplier to ensure timely resolution to photocopying issues • Order stationery for reprographics, laser cartridges for printers around school and for display boards. • Update printer costings within PaperCut (print monitoring program) and produce reports as required • Responsible for maintaining the School Calendar
Displays	<ul style="list-style-type: none"> • Produce and update displays around the school as required • Liaise with Teaching staff & Headmaster to enhance the visual effectiveness of displays and be proactive in suggesting new ideas and concepts for consideration
Events and Administration	<ul style="list-style-type: none"> • Lead on the organisation and delivery of awards evenings (GCSE & A Level) including coordination of invitations, attendee's, testimonials and certificates • Arrange and co-ordinate School Church Service • Arrange and co-ordinate School Photographer visits • Support the Assistant Head with organising Y10 Work Experience • Produce Open Evening booklet and signs
Compliance	<ul style="list-style-type: none"> • Comply with policies, including health and safety and copyright legislation

Please note: This job description is designed to outline the main duties and responsibilities of the role – it is not intended to be an exhaustive list of all duties that may be required to be performed and may be reviewed in the future depending upon operational requirements and staffing levels.

Personal Qualities	<p>Experience</p> <ul style="list-style-type: none">• Self-motivated with proven ability to work on own initiative and to organise and prioritise tasks.• A willingness to support pupils and staff in preparation of materials for teaching and learning.• Ability to work as part of a Team, willingness to adapt to a changing environment and meet differing challenges.• Able to offer some flexibility in working hours, where necessary and be available for occasional out of hours work• A good working knowledge of Microsoft Office including Publisher <p>Desirable</p> <ul style="list-style-type: none">• Experience of designing and producing documents of a professional standard• Knowledge of Arbor MIS would be beneficial
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