

JOHN LEGGOTT COLLEGE

JOB DESCRIPTION



JOB TITLE:	Print & Copy IT Admin
REPORTS TO:	Marketing and Liaison Manager
WORK PATTERN:	24 - 30 hpw, Term time only
CONTRACT:	Permanent
SALARY:	SSP7 £25,951 FTE

Purpose of the Role

The role is to provide a print and copy service to staff, students and third parties, providing help, assistance and guidance with regard to print and copy needs i.e. page layout, finishing options etc. using a range of print and copy equipment (printers, laminators, guillotines, etc.). To support the IT with admin duties such as day to day logging, recording equipment, assisting with unpacking of new machines.

Key Responsibilities

- To provide a Print & Copy service to all staff, students and third parties
- Provide assistance and support to staff and students with their print and copy needs.
- Providing administrative support to the IT team, to a high standard and within agreed timescales.
- To run the day-to-day requirement of the Print & Copy area and provision.
- Assist in developing ideas to enhance the operation of the Print & Copy area
- Manage the stock control and order input for Print & Copy area
- Prioritising own workload to ensure that print and copy, laminating, binding and other duty objectives are met.
- Willing to undertake training as required
- To assist in the maintenance of a safe, orderly and secure working environment.

In addition to the above mentioned attributes the successful candidate will be expected to:

- Support effective safeguarding of all young people throughout the College.
- Demonstrate commitment to own continuous professional development.
- Demonstrate positive behaviours and day to day commitment to the College's strategic plan.
- To attend as necessary, meetings of all College Staff.

- To adhere to College policies and procedures e.g. Equality and Diversity; Health and Safety.
- To undertake any such other duties as may be required, commensurate with the post which does not change the character or purpose of the post which are necessary to maintain outstanding standards.

The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.

We strive for equality throughout the college and positively encourage applications from all sections of the community. The College has a strong commitment to safeguarding and promoting the welfare of young people and vulnerable adults and all appointments are subject to an enhanced DBS clearance.

LEON RILEY
Principal

Employee signature:

Date:

Line manager signature:

Date:

**PERSON SPECIFICATION
PRINT & COPY IT ADMIN**

CRITERIA	Essential /Desirable	Assessment Method (s)
QUALIFICATIONS & AWARDS		
<ul style="list-style-type: none"> Good standard of Level 2 education 	E	A, C
<ul style="list-style-type: none"> 5, A-C (9-5) GCSE's including Maths and English 		
<ul style="list-style-type: none"> Good standard of Level 3 education 	D	A, C
PERSONAL QUALITIES, KNOWLEDGE & EXPERIENCE		
<ul style="list-style-type: none"> Excellent all round IT skills and admin skills relevant to Print and Copy 	E	A,T, I, R
<ul style="list-style-type: none"> Ability to manage work load and prioritise to deadlines for effective day to day running 	E	A, I, R
<ul style="list-style-type: none"> Effective verbal and written communication skills 	E	A, T, I, R
<ul style="list-style-type: none"> Ability to engage with others at all levels (internally and across organisation) through a range of communication methods. 	E	A, T, I
<ul style="list-style-type: none"> Ability to think through a process or project and improve it. 	D	A, I
<ul style="list-style-type: none"> Knowledge of the General Data Protection Regulations (GDPR) 	E	A, I
<ul style="list-style-type: none"> Experience of working within a team. 	E	A, I
<ul style="list-style-type: none"> Ability to work flexibly and effectively with a range of colleagues and managers 	E	A, I
<ul style="list-style-type: none"> High levels of accuracy and attention to detail 	D	A, I
<ul style="list-style-type: none"> Experience of ordering, recording and logging of items 	D	A, I
ADDITIONAL FACTORS		
<ul style="list-style-type: none"> Undertake training and development as may be identified as essential to the role 	E	A, I
<ul style="list-style-type: none"> Commitment to equality and diversity initiatives, anti-discriminatory practice and safeguarding 	E	A, I
<ul style="list-style-type: none"> Knowledge of general Health and Safety 	E	A, I
<ul style="list-style-type: none"> Suitability to work with children and young adults 	E	A, DBS

PERSON SPECIFICATION – PRINT & COPY IT ADMIN

The Person Specification details the principal skills and personal attributes the post holder must possess and actively demonstrate in order to effectively fulfil the role. The criteria are ranked as 'essential' and 'desirable' and your application form should demonstrate how you meet each individual criterion and possess the key skills relevant to the job.

The ranking of criteria on the employee specification can be explained as follows:

Essential - The successful candidate must meet the essential criteria in full on the first day of commencing in post, in order to be able to effectively fulfil the role to which he/she has been appointed.

Desirable - The post holder needs to meet the desirable criteria to fulfil the role on a longer-term, permanent basis. The successful candidate would be expected to develop his/her skills and knowledge within an agreed timescale (usually within six to twelve months of his/her start date) to meet the desirable criteria in full, if they are unable to demonstrate they meet these criteria at short-listing and interview stage.

Criteria will be measured through a number of methods, the key to which is as follows:

A	=	Application
I	=	Interview
T	=	Test
C	=	Certificates
R	=	References
DBS	=	Disclosure & Barring Service

These letters are used in the 'assessment method(s)' column on the employee specification to identify to you the combination of methods we will use to assess you against the requirements of the position for which you are applying. In the first instance your application form will be used to determine the extent to which you meet the criteria for the role and will inform our short-listing decisions.

Where criteria are to be identified through the interview and/or test(s), these may involve scenario-based or hypothetical questions and a combination of written exercises, literacy and/or numeracy assessments, presentations, and any other practical assessments relevant to the role.