

Post Title:	Resources and Marketing Officer
Accountable to (Line Manager):	Assistant Headteacher – Director of Operations
Responsible to (day to day):	Assistant Headteacher – Director of Operations
Salary Grade:	Grade D
Academy Area:	Operations/Business Support
Hours of Work:	37 hours per week, 39 weeks per year Term Time: 8am– 4pm (to include a minimum of 0.5 hour unpaid lunch) Additional Time: To be made up at the direction of the line manager
Start Date:	ASAP

1. Key Purpose of Job

- To ensure the overall efficient day to day running of the reprographics and resources area.
- To ensure upkeep of all displays across the site.
- To provide a centralised system for the ordering of resources.
- To maintain the asset management and contracts register and database.
- To support the Assistant Headteacher – Director of Operations with all marketing and publicity tasks.

2. Main Areas of Responsibility

Provide resource management support by:

- Provide clerical and reprographic support to pupils and staff to effectively support their daily requirements.
- Preparation of curriculum, reports and publicity material using graphic and reprographic resources and equipment.
- Oversee the sale of consumables to pupils/staff and the maintenance of petty cash records from sales and private reprographic work.
- Providing advice to staff and pupils on the use of reprographics equipment.
- Ensure all displays across the Academy are up to date in liaison with all departments across the site.
- To work with budget holders to ensure the academy is suitably resourced.
- Maintain records and prepare and submit charges for work undertaken.
- Ensure the Academies databases and registers are effectively maintained, prioritising and supervising of work schedules in the resources area.
- Enabling an accurate record of all academy equipment by managing and maintaining the asset management data base, including the receipt of and distribution of equipment and updating records to confirm when equipment has been disposed.
- Develop and oversee a centralised system for ordering consumables and equipment.
- Liaise with suppliers to ensure all goods are received within appropriate timeframes and any queries regarding orders are swiftly resolved.
- Maintain the reprographics stock records.

- Liaising with external service agencies to arrange repairs to equipment.
- Stock control, ordering and checking of deliveries and invoices for consumables and equipment.
- Processing of worksheets and teaching resources.
- Maintaining inventories for reprographics.
- Maintain the contracts register.
- Update information including records and inventories.
- Any other duties as directed by the Academy Leadership Team.

Provide marketing support for the Assistant Headteacher – Director of Operations, under their direction, including:

- To design all marketing and publicity materials, using Photoshop, Office and other related graphic design programmes.
- To update the Academy prospectus.
- To actively manage the Academy Facebook, Twitter and Instagram accounts with daily updates, under the direction of the Assistant Headteacher.
- To be responsible for publicising all Academy events and taking photographs of these where possible.
- To support the Headteacher with the preparation of the weekly website blog and parent bulletin, by drafting the initial text.
- To update the website, as necessary, from the direction of the Assistant Headteacher.

3. Other Duties

- In undertaking the above duties, the Health and Safety Policy detailed in the Health and Safety Manual must be followed.
- All support staff may be required to assist with exam invigilation.
- To be first aid trained and provide first aid support to students as necessary.

4. All Academy Staff Are Expected To:

- Ensure that the aims, priorities and policies of the Academy are adhered to, including the staff Safeguarding Code of Conduct.
- Engage positively in organised professional development activities and the staff appraisal process.
- Maintain respectful and effective communication with students, staff and visitors.
- Act as a positive representative and advocate of the Academy and its pupils in all circumstances and at all times.
- Carry out any other duties as reasonably requested by the Headteacher.

PERSON SPECIFICATION

Criteria	Essential	Desirable	Method of Assessment
Qualifications	Minimum of GCSE – C Grade or equivalent in English and Maths	Relevant Administration qualifications	Certification
Experience	Working in a busy administration office environment Ordering and distribution of deliveries Supporting and developing administrative systems Maintenance of databases Use of electronic financial ordering systems Liaison with suppliers	Administration in an educational environment Stock Control/asset registers	Application, Interview / References
Skills	Good level of IT literacy particularly in the use of MS Office products and database systems and reprographic equipment Competent in using Adobe Photoshop and other related graphic design programme Good organisational skills with the ability to co-ordinate processes Good photography skills Good oral and written communication skills Ability to work to tight deadlines and be able to re-prioritise at short notice	Ability to negotiate and resolve concerns and complaints	Application, Interview / References
Knowledge	Ordering systems in-line with financial requirements and requirements of a large organisation		Application, Interview / References
Personal Attributes	Flexibility and adaptability to respond to the changing requirements of the Academy and Students Attention to detail High personal standards including appearance, behaviour and punctuality Supportive to the ethos of the Academy Able to successful evidence suitability to work in an educational environment and		Application, Interview / References, pre-employment checks

	demonstrate ability to adhere to safeguarding requirements		
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Roles and job descriptions are subject to an annual review.

Signed:.....Headteacher

Date:.....

I agree to the terms and conditions outlined above

Signed:.....

Print:.....

Date:.....