



All Hallows Catholic School

www.allhallows.net

COMMUNICATIONS & REPROGRAPHICS ADMINISTRATOR Start Date Negotiable

This is an exciting position within our Administration Team for a proactive individual with outstanding communication skills. The post-holder must be highly organised, and have creative flair for designing and producing whole school communications and promotional material. There is scope for the successful candidate to take the lead on developing the All Hallows community profile using local and social media.

The role oversees in-house reprographics and a variety of administrative tasks. Excellent written skills, attention to detail, and proficiency using Microsoft Word & Publisher are essential.

This role may be suitable for a Communication, Design or Media graduate looking to gain experience in a welcoming, educational environment, or for an individual seeking a new opportunity or challenge.

Term-time only (39 weeks per annum), plus an extra week to allow for results days and evening events, 37 hours per week. FTE salary £20,966 - £22,928 dependent on experience.

To apply, please send your CV and covering letter to Angela Denman at a.denman@allhallows.net.

JOB DESCRIPTION: COMMUNICATIONS & REPROGRAPHICS ADMINISTRATOR

JOB PURPOSE

To ensure all communications (letters / emails / brochures / publicity) reflect consistently high standards and maintain All Hallows Catholic School branding. The post-holder must have outstanding written communications skills, be highly organised, and have excellent attention to detail. Proficiency using Microsoft Word and Publisher is essential.

RELATIONSHIPS

The post holder is responsible to the Administration Manager and the Headteacher.

All staff of All Hallows Catholic School should endeavour to maintain the Catholic character of the school in accordance with the directions given by the Governors and subject thereto, the directions given by the Headteacher.

KEY SKILLS

Essential skills

- Excellent written communications skills.
- Highly proficient in Microsoft Word and Publisher.

- Either a creative or design based degree or experience working in communications or publicity.

Desirable skills

- Use of Adobe Creative Cloud, Illustrator and/or InDesign.
- Experience of managing media relations.

RESPONSIBILITIES & KEY TASKS

- Create documents using Microsoft Office Suite and SIMS; key software is Word and Publisher
- Produce and distribute All Hallows newsletters; compiling information and imagery from various staff
- Develop All Hallows community profile through use of social and local media
- Produce whole school letters, maintaining a consistent format
- Contact parents with relevant school information using the school's ICT systems
- Arrange student photographs; book venues, arrange staffing, liaise with Photography Company
- Journals; update for each new academic year, liaise with Senior Administrator – Events & Exams to cross check dates
- Handbook; update for each new academic year and retain on the shared drive for staff to access
- Produce termly list of extra-curricular activities and email to parents
- Assembly Booklet; collate information and distribute (either printed or emailed as required)

General reprographics;

- Producing mock exam papers / revision booklets etc. as required.
- Oversee use of reprographic equipment (photocopiers, laminator, binding machine) providing assistance when required
- Maintain reprographics stock levels, placing orders as and when required
- Manage the relationship with the copier suppliers; report faults, progress upgrades
- Report monthly copier usage to Finance
- Attend one of either GCSE or A-Level results days during the Summer Holidays as arranged with the Administration Manager
- Attend at least one or more Parents Evening, or Open Evening during the academic year as arranged with the Administration Manager

This job description is not an exhaustive list, and the post-holder may be expected to undertake general administrative work throughout the year as is reasonable and appropriate.

OTHER DUTIES

Such other duties as may be reasonably allocated within the purview of the post by the Headteacher or Administration Manager.

FLEXIBLE WORKING

The post-holder is expected to provide support and administrative help in providing cover in the event of the absence of another team member.

HEALTH AND SAFETY:

The person appointed must at all times work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LA's policies and procedures.

All members of staff are expected to maintain an appropriate professional appearance in accordance with the agreed guidelines published in the Staff Handbook. All employees are also

required to sign a confidentiality agreement concerning any personal information they may obtain about any member of our community in the course of their duties.

GENERAL

This job description is not necessarily a comprehensive description of the post. It may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in any School Performance Management or Appraisal programme for support staff and to participate in appropriate staff training and development activities.

NOTE

In the event of any disagreement concerning this job description, the matter should be raised with the Senior Management of the school.

Contracts and Administration are organised through the Finance Department.