



Marden High School

REPROGRAPHICS ASSISTANT (Grade 4)

Job Description

JOB PURPOSE: To provide clerical and administrative support, including answering telephones, taking messages and responding to enquiries, filing, photocopying, typing, production of in-house publications and reception duties.

MAIN DUTIES: The following list is typical of the duties that the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- To provide general clerical and administrative support, including maintaining records, responding to and answering enquiries (including letters), filing, photocopying, typing and the production of in-house publications.
- Undertake typing, word processing and other IT based tasks
- Operate and demonstrate relevant ICT software packages e.g. word processing packages, databases, spreadsheets, SIMS, Google Docs
- Undertake administration tasks for teaching staff as directed