

## **BRUMMANA HIGH SCHOOL**

### **JOB DESCRIPTION**

#### **PHOTOCOPY ADMINISTRATOR**

*Brummana High School is a Quaker coeducational day and boarding school which seeks all round excellence in academics, the arts and sports and aims to promote integrity amongst its faculty and students. Each member of the school community ensures that students from diverse backgrounds are prepared to be responsible citizens and life-long learners, respecting each other and helping the community.*

This job description is used as part of the Administrator's contract so that both s/he and the line manager know what is expected.

#### **Line management**

The Administrator reports to the Bursar through the Administrative Officer and liaises with the Chief Accountant for sale of catering tokens.

#### **Hours**

This post is subject to the employment laws. A continually updated copy is available in the Bursar's Office for reference.

Working hours: Monday to Friday 7:30am-3:30pm. Occasional overtime or work at the weekend may be required and for this there is entitlement to time off in lieu.

Holidays: Government holidays plus an annual vacation of 15 working days after the first year of service.

#### **General responsibilities**

1. To support and maintain the school's ethos, aims, and values
2. To respect and help enforce the school's rules and regulations
3. To use mutual respect and courtesy as the basis for relationships with others
4. To maintain a professional attitude towards other staff, parents, and students
5. To report any health and safety concerns to the line manager or Health & Safety Officer
6. To respect and take care of school property and resources
7. To report any misuse of property, damage, loss, or injury, including vandalism, theft, and assault to the line manager
8. To provide administrative support as required

#### **Specific Responsibilities**

##### ***Photocopying***

1. To copy, collate and staple material for the school
2. To check that photocopy request forms have been correctly authorised and charged to the correct budget
3. To ensure that correct budget codes are entered on the copiers
4. To number photocopy request forms sequentially using a numbering stamp and batch in number order for each month
5. To reconcile copier readings with photocopy request forms on a daily basis
6. To record information about copying: including budget, person requesting, person authorising, copies, paper, and machine used and to provide monthly statistics
7. To record and provide statistics on the use of copier consumables
8. To monitor the supply of copier consumables and ensure that they are always in stock
9. To report any malfunction of the copiers to the ICT Manager

##### ***Sale of Catering Tokens***

1. To sell catering tokens to students and staff during breaks and Summer Camp in exchange for cash
2. To reconcile cash with tokens sold on a daily basis
3. To deposit cash received with the Accounts Office Cashier on a daily basis

***Other***

1. To act as a replacement on the reception/switchboard when required
2. To undertake any other duties as may reasonably be required by the line Manager

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