

## **JOB DESCRIPTION: ESW RESOURCES ASSISTANT**

**Education South West** (ESW) is a successful and growing Multi Academy Trust (MAT) with the core aim of making children's lives better. Our ever-expanding coverage includes a mixture of 6<sup>th</sup> form, Secondary and Primary provision, where we educate more than 6,000 children.

ESW is nationally recognised as one of the leading Trusts in the country, and leads the South West Institute for Teaching, delivering professional training for newly qualified and experienced teachers across hundreds of schools in the South West.

**Resources Assistants** will provide support to both students and staff, by creating and producing good quality resources. This can be a wide and varied role, requiring good inter-personal skills and time management, with requests arriving at short notice or needing urgent attention.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

**Reporting to: ESW Area Operations Manager**

**This role will include (but is not limited to) these activities;**

Printing of booklets  
Single sheet printing  
Plastic comb binding  
Laminating  
Poster printing (A1 & A2)  
Printing of self-adhesive labels  
Design and formatting of the above printing jobs  
Coordination of bulk paper supplies for multiple sites, ordering  
Ordering of sundry printing supplies – including toners, inks, staple etc.  
Processing of access control ID cards for staff and students  
Coordination of workload, via ServiceDesk reporting system, between multiple operatives

### **Administration /Teaching Resources**

- This role should expect to deliver a high level of administration support to the client base and be responsible for supporting teaching departments with the creation of classroom resources, including booklets and worksheets.
- The ability to take photographs and to download/ edit and manipulate images.
- To produce eye-catching display material and maintain display boards.
- To create newsletters, magazines and booklets
- Monitoring the job support system
- Copying of teaching media resources.
- Printing student exam work

- Placing orders for printing consumables and maintaining appropriate stock levels for Production machines

### **Production/Photocopying**

- Monitoring the progress of the copying runs and quality check samples
- Using photocopiers including large format printers to produce printed resources, reports and banners
- Keeping a record of work completed along with the booking out of resources stock.
- Ensuring health and safety regulations are followed at all times.
- Laminating and binding documents
- Printing and checking reports

**Equipment** Placing orders for printing consumables and maintaining appropriate stock levels for Production machines

- 1. You will be expected to Travel/Rotate and Deliver to any of the schools in the Trust.**
- 2. As the Trust grows your bases may change to other locations in the Trust.**
- 3. You must have a full UK driving license and be willing to use your own car to execute your job. Mileage claims will be reimbursed.**
- 4. You may be required to participate in project initiatives across the MAT.**

<b>Experience</b>		<b>Essential/Desirable</b>
Customer facing roles		E
Experience in prioritizing		E
Working in a busy office environment		E
Excellent and confident communication skills		E
Good at Multitasking		E
Team player		E
<b>Skills and Qualifications</b>		
Full Driving License	Ability and willingness to drive between our sites	E
GCSEs including Maths and English – Pass or above		E
Excellent IT skills	Using Microsoft Suite and Adobe Suite	E
Photography	Taking photographs and download/editing images	E
Flair for design and creativity	InDesign or similar design package	D
<b>Personal Qualities</b>		
Must be accurate and pay attention to detail with ability to follow job instructions		E
A good methodical and well organised approach to work		E
Responsible, flexible and adaptable		E
Go the extra mile		D

Work on own initiative – working under pressure ensuring deadlines are met		E
To ensure polite and courteous communication with staff and external agencies at all times		E
'Can do' attitude		E

#### Contract Details

<b>Contract term</b>	Full time - term time including non-pupils days and 10 days during school holidays	37 hours per week, 41 weeks per annum
<b>Grade</b>	NJC Grade B	Hourly Rate : £11.79-11.98 per hour
<b>Pension</b>	Eligible to join the Local Government Pension Scheme	

Please send your application to: [mike.mayger@educationsouthwest.org.uk](mailto:mike.mayger@educationsouthwest.org.uk)