



JOB DESCRIPTION

ADMINISTRATOR - PRINT ROOM / REPROGRAPHICS OFFICER

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| Employment Conditions | Part-time 7.30am to 3.30pm on the following dates: 11 June to 27 June – 3 days per week - Wednesday to Friday 18 July to 8 August – 5 days per week - Monday to Friday 11 August to 10 December – 3 days per week - Wednesday to Friday In accordance with the Educational Services (Schools) General Staff Award |
| Reports to | Office Manager |
| Last Revised | March 2025 |

Our overarching purpose is **to engage hearts and ignite curious minds.**

Our intent is to enable staff to flourish in a supportive and inspirational environment that encourages personal and professional growth.

OUR PURPOSE: To engage hearts and ignite curious minds.

OUR VALUES: • Courage • Respect • Aspiration • Compassion • Integrity

Proud of our legacy of academic excellence, St Mary's is grounded in Anglican faith and a strong sense of community. At St Mary's, every student is supported by passionate, experienced staff who bring out the best in each girl within our inclusive and nurturing environment.

ROLE

The role of the Print Room Officer is to manage the reproduction requirements of the school. This includes photocopying, laminating, binding and compilation of in-house brochures and booklets.

RESPONSIBILITIES

The Print Room Officer's duties include:

- Prioritising and completing work requested by staff.
- Prioritising and undertaking tasks such as guillotining, laminating, binding and folding.
- General maintenance of machines in the reprographics room and liaising with technicians when issues cannot be resolved in-house.
- Daily collection and distribution of incoming mail.
- Mail dispatch, including franking machine use and process, end of month reporting and uploading of funds.
- Organising and updating the allocation of staff pigeon holes.
- Ordering stationery, including envelopes, letterhead, and business cards, for Senior School teachers and administration.
- Maintaining and controlling supplies for all copiers and printers in the print room.
- Maintaining paper supplies for copiers across the Senior School.
- Any other duties as may be required.

EDUCATION, EXPERIENCE, SKILLS AND PERSONAL QUALITIES

Experience and Skills

Essential

- Use of high-volume photocopying machines and other ancillary hardware, including binding machines, guillotines and folding machines.
- Maintenance of high-volume photocopiers.
- Minimum of three years' experience in a similar role in an office environment.

Desirable

- Experience in the education sector.

Personal Qualities

Essential

- Ability to use initiative and work unsupervised
- Ability to prioritise workload and requirements on a daily basis.
- Excellent communication skills.
- Attention to detail.
- Ability to successfully manage a number of tasks in a pressured environment.
- Good sense of humour with a positive outlook.

WORKING RELATIONSHIPS

Internal

Principal
Executive staff
Administrative staff
Teaching staff

External

Suppliers and contractors

OUR COMMITMENT TO CHILD SAFETY AND CHRISTIAN VALUES

St Mary's Anglican Girls' School is a child safe environment. Our school actively promotes the safety and wellbeing of all students, and all school staff are expected to be committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and in accordance with the St Mary's Child Safe Policies and Codes of Conduct. A valid Working with Children Card and National Police Clearance are required for all employees at St Mary's Anglican Girls' School.

St Mary's is an Anglican school and applicants should be able to demonstrate empathy with and support for the School's Christian values.

St Mary's is a non-smoking campus and all staff are expected to adhere to this.