



FRASER HIGH SCHOOL
Te Kura Tuarua o Taniwharau

Job Description

Print Room Assistant Manager

DIRECTLY RESPONSIBLE TO

Print Room Manager
Business Manager

HOURS:

30 hours per week (Term time only)

KEY RELATIONSHIPS WITH:

Internal: Executive Team, All Staff, Students

External: Parents / Guardians, stakeholders, community

PRIMARY OBJECTIVES

To achieve Fraser High School's Mission Statement

To provide a professional support service to teaching staff in their delivery of quality teaching to students

To provide a professional support service to students where appropriate

KEY RESULT AREA	ACCOUNTABILITIES
PRINT ROOM TASKS	
<ul style="list-style-type: none"> Daily and weekly tasks are set with other print room staff 	<ul style="list-style-type: none"> Print room operates efficiently on a daily basis to ensure balanced workload
<ul style="list-style-type: none"> Provide an efficient laminating and binding service to staff and the community 	<ul style="list-style-type: none"> Manage laminating and binding requests Ensure all requests are met in a timely manner
<ul style="list-style-type: none"> Provide an efficient photocopying service to staff, external clients and the community 	<ul style="list-style-type: none"> All photocopying requests are met in a timely manner All resources for enrolment packs are prepared and ready for peak times All resources for Prize givings and award evening are prepared for peak times
FINANCES/ACCOUNTS	
<ul style="list-style-type: none"> Sell stationery to staff, students and the community 	<ul style="list-style-type: none"> Ensure stocks are available to sell, especially during peak times, e.g. Term 1 Provide a prompt and efficient service
<ul style="list-style-type: none"> Receive payments 	<ul style="list-style-type: none"> Enter payments into KAMAR Record payments as per school account manager's instructions
<ul style="list-style-type: none"> Maintain a cash and Eftpos record 	<ul style="list-style-type: none"> Daily reconciliation of the cash register, with cash received, Eftpos slips and KAMAR records
<ul style="list-style-type: none"> Process Faculty/Department accounts 	<ul style="list-style-type: none"> Prepare and process faculty stationery and copying charges, monthly Provide department term invoices to accounts receivable
STOCKTAKE	
<ul style="list-style-type: none"> Regularly check stock levels of all stationery and copying items 	<ul style="list-style-type: none"> Order stationery and paper from suppliers Order diaries for Executive, Deans, LOCs and LOLs as per request Order consumables for copiers and printers for the entire school Prepare stocktake sheets for Term 4 Up to date stock levels mid year and prepare order for following year

PERFORMANCE/PROFESSIONAL DEVELOPMENT

<ul style="list-style-type: none">• To be appraised as per the school's policy	<ul style="list-style-type: none">• Job description requirements are met
<ul style="list-style-type: none">• Attend professional learning as requested by the Print room manager, business manager or Principal	<ul style="list-style-type: none">• Ensure all up to date information is available