

**REPROGRAPHICS ASSISTANT – PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** |
| **Qualifications**  Good standard of general education including Numeracy, Literacy and ICT skills.  ICT qualifications, e.g. word processing, desktop publishing. | √ | √ |
| **Experience**  Use of ICT applications including word processing, spreadsheets, email, desktop publishing etc.  Administrative experience.  Experience of working in a school environment.  Experience of working in a team. | √  √  √ | √ |
| **Knowledge**  Understanding of the importance of confidentiality and an appreciation of the implications of the Data Protection Act.  Understanding of the context in which schools operate.  An understanding of Health and Safety issues relevant to the post | √  √  √ |  |
| **Skills/Attributes**  A sound understanding of reprographics technology.  An artistic flair for the layout and production of documents and brochures.  Word processing and ICT skills – able to use a range of software packages.  Literate – excellent standard of grammar, punctuation and spelling.  Excellent interpersonal skills – able to deal with a variety of people.  Good communication skills.  Good time management skills – be able to prioritise work.  Able to keep calm in difficult situations.  Able to operate effectively as a member of a team and with minimum supervision.  Highly dependable, totally trustworthy and able to meet deadlines.  Self-motivated and flexible – to meet peaks and flows of workloads.  Willingness to undertake training. | √  √  √  √  √  √  √  √  √  √  √  √ |  |
| **Additional Requirements**  Be of smart appearance.  Desire to continue personal development.  Willingness to work additional hours as and when required in order to assist with workloads at peak times. | √  √  √ |  |

Dec 18