

PERSON SPECIFICATION



Post- Digital Services and Reprographics Officer (12 Month Fixed Term Contract) - Sept 2026

Qualities and Attributes	Essential	Desirable	Evidenced By
Knowledge/Experience			
General knowledge of reprographics, netbooks, and telephones usage within a school setting		✓	Application/ interview
Understanding and a working knowledge of legislation in reprographics and health and safety.	✓		Application/ Interview
Skills/Abilities			
An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016.	✓		Interview
Confident user of Microsoft Word, Excel, Email, Internet	✓		Application/ Interview
Good oral communication skills and good interpersonal skills	✓		Application/ Interview
Able to work as part of a team	✓		Application/ Interview
Able to work to the required standards.	✓		Application/ Interview
Able to work to varying deadlines and under pressure.	✓		Application/ Interview
Ability to relate to students	✓		Application/ Interview
Training/Education			
Good level of GCSE English and Maths (or equivalent) at minimum grade C or Level 4	✓		Application/ Qualifications
Willingness to learn and develop	✓		Application/ Interview
Other			
This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. An enhanced DBS with children's barred list check will be required prior to appointment.	✓		Application
Willingness to undertake appropriate training.	✓		Application/ Interview
Ability to promote and safeguard the welfare of our children and young people through awareness of safeguarding and health and safety	✓		Application/ Interview
Support the Catholic ethos of the school	✓		Application/ Interview