



Person Specification for the Post of:
Reprographics & General Administrator

Attributes	Requirements	Essential	Desirable
Qualifications & Training	Good numeracy and literacy skills, at least equivalent to RQF Level 2	✓	
	Evidence of continuing professional development	✓	
Experience	Evidence of ability to work flexibly and support colleagues	✓	
	Experience of working effectively in a busy environment, prioritising own workload and dealing with competing priorities and deadlines	✓	
	Knowledge and IT experience of Microsoft Office systems	✓	
	Experience of working in an educational setting		✓
	Knowledge and experience of SIMS or similar MIS		✓
Personal & Professional Skills & Attributes	Confident to work alone whilst being a good team player with the ability to establish positive relationships with colleagues, stakeholders, outside businesses, etc	✓	
	A warm and welcoming personality, ideally with experience of reception duties	✓	
	Willingness to work flexibly to support the school's reprographics, administration and reception needs	✓	
	Ability to type and input data	✓	
	An understanding of the need to maintain confidentiality at all times between staff, pupils, families, agencies	✓	
	Ability to use MS mail-merge or the ability to learn it	✓	
	Ability to remain calm and helpful under pressure, dealing skilfully with unanticipated situations and ensuring a professional response at all times	✓	
	Ability to ensure a high standard of work in terms of presentation, accuracy and layout with effective written communication skills	✓	
	Excellent time management skills with the ability to organise and prioritise competing work demands and meet deadlines	✓	
	A good sense of humour with the ability to demonstrate commitment, drive and enthusiasm	✓	
	Ability to work effectively as a member of a team	✓	
	Ability to negotiate to get best value when ordering supplies		✓
	Supportive of the school's excellent staff attendance and punctuality record	✓	
Honesty and integrity	✓		
Other	Commitment to equality of opportunity and the safeguarding and welfare of all students	✓	
	Committed to promoting the ethos of the school	✓	
	Right to work in the UK	✓	
	Commitment to own Continuing Professional Development and progression	✓	
	Willingness to undertake training and share knowledge;	✓	
	Set a good example in terms of dress, punctuality and attendance		✓
	This post is subject to an enhanced Disclosure and Barring Service check	✓	