

Person Specification
Reprographics and Reception Officer

	<u>Essential</u>	<u>Desirable</u>
Education and Training		
Good standard of general education, including English and Maths at Level 2 (i.e. GCSE or equivalent)	✓	
Relevant qualifications or training in reprographics equipment		✓
Experience		
Experience of working in a school environment		✓
Experience in a reprographics, print, administrative or office environment	✓	
Experience of examination process and confidentiality requirements		✓
Experience of working directly with children		✓
Experience of working in a team	✓	
Experience of using computerised systems including Microsoft Office Products	✓	
Special aptitudes and abilities		
Ability to work independently and as part of a team	✓	
Willingness to work flexibly, support administrative and reception functions including occasional variation in hours and some out-of-term working to meet the needs of the school	✓	
Ability to handle confidential information with discretion	✓	
Strong organisational skills and ability to prioritise workload	✓	
Good interpersonal skills	✓	
Good oral and written communication skills	✓	
Ability to work under pressure to meet deadlines and targets	✓	
Good organisational and planning skills	✓	
Other requirements		
Ability and willingness to undertake continuous professional development	✓	
Commitment to the highest possible levels of health and safety for students, staff and others	✓	
To have a strong sense of purpose and the drive to achieve agreed goals	✓	
Understanding of and a commitment to the Trust's Equal Opportunities Policy	✓	

Employees of The White Hills Park Trust have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

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