

Reprographics Technician Person Specification

This person specification shows the abilities, skills and qualifications you will need to carry out the duties associated with the role. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities listed below. You may also be asked to produce original copies of qualification certificates.

Experience and Qualifications

- Experience of working in a busy, customer focussed, office environment
- Experience of working within an education setting (desirable)
- Good numeracy/literacy skills

Abilities and Knowledge

- Good organisational skills, including the ability to organise a workload which will have conflicting demands and priorities
- Good communication skills including telephone, email, in person and by letter
- Experience of ICT packages including Microsoft Office
- An ability to work calmly and methodically when under pressure
- An understanding of and respect for confidentiality, sensitivity and discretion
- The ability and willingness to learn our reprographic offering
- An ability to make decisions independently when appropriate
- An ability to problem solve in response to queries and be able to make informed decisions
- Demonstrate an understanding of literacy, articulacy and the correct use of standard English

Personal Qualities

- Ability to work as part of a team
- Enthusiastic, hard-working, flexible and resilient
- Ability to form positive professional relationships with colleagues and students
- Ability to self-evaluate learning needs and willingness to participate in development and training opportunities
- Ability to adhere to the school's policies and procedures relating to child protection, health and safety, security, confidentiality and data protection
- Show respect and promote the School's CHARACTER values