



**PERSON SPECIFICATION**

**Reprographics Technician/First Aider**

**Single Status Grade 4/5**

	<b>Essential criteria</b>	<b>Desirable criteria</b>
<b>Education and Qualifications</b>		<ul style="list-style-type: none"> <li>• First Aid Trained (or be willing to be trained).</li> </ul>
<b>Key Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Good working knowledge of ICT (email, Microsoft office)</li> <li>• Knowledge/experience is using SIMS.</li> <li>• Ability to word process documents quickly and accurately.</li> <li>• Ability to demonstrate creativity and flair.</li> <li>• Ability to work in an organised and methodical manner.</li> <li>• Ability to identify work priorities and manage own workload.</li> <li>• Ability to carry out routine maintenance of equipment.</li> <li>• Ability to maintain accurate work records.</li> <li>• Ability to produce simple accounts.</li> <li>• Ability to work effectively as part of a team.</li> <li>• Ability to work within and apply all school policies eg Behaviour Management, Safeguarding and Child Protection, Health and Safety, Equal Opportunities.</li> <li>• Ability to relate well to pupils and adults.</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ2 in Desktop Publishing or equivalent.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of best practice in reprographics work.</li> <li>• Knowledge of basic accounting techniques.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of designing and producing documents of a professional standard.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in a reprographics environment.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Friendly and welcoming disposition to all stakeholders.</li> <li>• Excellent communication skills.</li> <li>• Ability to respect and maintain confidentiality.</li> <li>• Ability to relate to pupils in a pleasant manner.</li> <li>• Have a professional manner and excellent telephone skills.</li> <li>• Be very organised and able to prioritise.</li> <li>• Be able to recognize potential safeguarding issues.</li> <li>• A team player.</li> </ul>	

	<ul style="list-style-type: none"><li>• A “can do” attitude.</li><li>• Ability to demonstrate commitment to Equal Opportunities.</li><li>• Willingness to participate in further training and developmental opportunities, offered by the school and county, to further knowledge.</li></ul>	
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### Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

<b>Function</b>	<b>Applicable to role</b>
Using display screen equipment	Yes
Working with children/vulnerable adults	Yes
Moving & handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	No