

Reprographics Manager - Person Specification

ATTRIBUTES	DETAILS	ESSENTIAL	DESIRABLE	HOW EVIDENCED
SKILLS, KNOWLEDGE AND APTITUDE	• Excellent communication skills both written and verbal	✓		A / I / R
	• Ability to prioritise workload	✓		A / I / R
	• Accurate record keeping	✓		A / I / R
	• Be able to write clear and concise reports	✓		A / I / R
	• Knowledge of Microsoft Office application	✓		A / I / R / T
	• Self-motivated and flexible – to meet peaks and flows of workload	✓		A / I / R / T
	• Good design skills – able to create documents and displays around school	✓		A / I / R / T
	• Good time management skills – able to prioritise workload	✓		A / I / R / T
QUALIFICATIONS AND TRAINING	• Good standard of general education including GCSE English & Maths grade C or above (or equivalent)	✓		A
	• Willingness to embrace personal development and undertake specific training	✓		A
EXPERIENCE	• Sound organisational skills	✓		A / I / R
	• Good standard of computer literacy	✓		A / I / R / T
	• Experience of working in an educational setting or with young people		✓	A / I / R
	• Patience and understanding of issues related to young people	✓		A / I

ADDITIONAL FACTORS	• Ability to communicate confidently at all levels from students to senior leaders	✓		A / I
	• Flexible approach to work	✓		A / I
	• Willingness to participate in evening events as required e.g. open evenings		✓	

Key: **A = Application** **R = Reference** **I = Interview** **T = Task**

