

**PERSON SPECIFICATION FOR REPROGRAPHICS ASSISTANT**

<b>Category</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence From:</b>
<p><b>QUALIFICATIONS</b></p> <p>GCSE English (or equivalent)</p> <p>GCSE Maths</p> <p>Integris</p>	<p>√</p>	<p>√</p> <p>√</p>	
<p><b>EXPERIENCE</b></p> <p>IT skills in Microsoft Office/Excel or similar</p> <p>Previous experience of working with young people</p> <p>Previous experience of working in a school</p> <p>Previous reprographics experience</p> <p>Previous reception/switchboard experience</p>	<p>√</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p>	
<p><b>SKILLS</b></p> <p>Good interpersonal and communication skills</p> <p>Good telephone manner</p> <p>Ability to organise &amp; prioritise</p> <p>Ability to maintain resilience, understanding and positive thinking when working with challenging pupils</p> <p>Clean Driving Licence</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p>	<p>√</p>	
<p><b>QUALITIES</b></p> <p>Sense of humour</p> <p>Ability to be an active and full member of a team</p> <p>Commitment to staff development</p> <p>Flexible</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p>		
<p><b>APTITUDE</b></p> <p>Empathy for young people</p>	<p>√</p>		

**Outstanding Achievement for All**