



## REPROGRAPHICS TECHNICIAN - PERSON SPECIFICATION

Criteria	Essential	Desirable
Skills required	Flexibility. Goodwill and a sense of humour. Excellent interpersonal skills; ability to communicate effectively, to negotiate and influence others. Strong negotiating and influencing skills. Ability to work effectively with internal and external colleagues. Ability to work independently and as part of a team. Demonstrate effective communication skills with young people, parents/carers and a range of people/colleagues. Excellent organisation skills and the ability to prioritise, to work under pressure and meet deadlines. Ability to enthuse and motivate others. Good written and oral communication skills. Can do attitude.	Experience of working within a school environment.  <b>Experience of working as a Reprographics Technician desirable but not essential as all training will be provided.</b>
Qualifications	GCSE/O'Level English/Maths to grade C or equivalent.	
Knowledge	Knowledge of Microsoft Office	
Relevant Experience		Reprographics or design or associated work.
Personal Attributes	Highly motivated • Determined • Approachable and adaptable • Flexibility • Willingness to adopt new technologies as appropriate • Maintain high professional and personal standards • Ability to work with, and alongside, management at all levels • Initiative, common sense and patience • Willingness to undertake training/professional development in-house or externally • Participation in the appraisal system for all staff	