

Person Specification

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| **Service:** | Youth |
| **Location:** | Holders Hill Road, Hendon NW4 1NA |
| **Job Title:** | Reprographics Officer |
| **Reports to:** | Creative Artworker/Reprographics Manager |

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| **Post Requirements** | **Essential/**  **Desirable** | **Criteria** | **Assessed from:** |
| **Experience relevant to the post** | E  E  E  E  E  D  E  D | Ability to complete all requests to the highest standard and in a timely manner  Copy typing and word processing to a competent level  Ability to learn to use the schools’ student database  Experience of clerical / administrative duties, i.e. filing, and proof reading  Minimum of 2 years working in an office environment  Experience working in a school  Ability to use Microsoft Word, Excel and Outlook to intermediate level, for example mail merging  Ability to use Photoshop and Acrobat | T  T  A/I  A/I  A  A  A /T/I  A /T/I |
| **Competences and special aptitudes** | E  E  E  E  E  E  E  E | The ability to communicate effectively both orally and in writing  Experience of dealing with the public over the telephone and face to face  Able to work as part of a team and independently  Demonstrate understanding of the need for confidentiality  Ability to work under pressure, assess priorities and meet deadlines  Ability to make decisions when required  Attention to detail  Willingness to learn new skills and procedures | A/I  A/I  I  A/I  I  A/I  A/I/T  I |
| **Commitment to the schools’ Aims and Values** | E  E | Ability to demonstrate equal opportunities in practice  Awareness of how the schools’ aims and values relate to the job | A/I  I |
| **Post**  **Requirements** | **Essential/**  **Desirable** | **Criteria** | **Assessed From:** |
| **Qualifications** | E  D | GCSE (or equivalent) English and Maths grade C or above  BTEC (or equivalent) in an appropriate administrative subject | A  A |
| **Personal Attributes** | E  E  E  E | High attention to detail  Understands confidentiality  Clear and effective communicator  Completer / finisher | I / T  I / T  I  I / T |

**Key:**

**E** = Essential

**D** = Desirable

**A** = Application form

**I** = Interview

**T** = Test

The information on this form will be the basis on which the applicants will be assessed for short listing purposes.