

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** | EEEEEDED | Ability to complete all requests to the highest standard and in a timely manner Copy typing and word processing to a competent levelAbility to learn to use the schools’ student databaseExperience of clerical / administrative duties, i.e. filing, and proof readingMinimum of 2 years working in an office environmentExperience 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 | TTA/IA/IAAA /T/IA /T/I |
| **Competences and special aptitudes** | EEEEEEEE | The ability to communicate effectively both orally and in writingExperience of dealing with the public over the telephone and face to faceAble to work as part of a team and independentlyDemonstrate understanding of the need for confidentiality Ability to work under pressure, assess priorities and meet deadlinesAbility to make decisions when requiredAttention to detailWillingness to learn new skills and procedures | A/IA/IIA/IIA/IA/I/TI |
| **Commitment to the schools’ Aims and Values** | EE | Ability to demonstrate equal opportunities in practice Awareness of how the schools’ aims and values relate to the job | A/II |
| **Post****Requirements** | **Essential/****Desirable** | **Criteria** | **Assessed From:** |
| **Qualifications** | ED | GCSE (or equivalent) English and Maths grade C or aboveBTEC (or equivalent) in an appropriate administrative subject | AA |
| **Personal Attributes** | EEEE | High attention to detailUnderstands confidentialityClear and effective communicatorCompleter / finisher | I / TI / TII / 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.