

Person Specification

Post: Administrator/Reprographics Assistant



Attributes	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"> GCSE English and Maths at grade C or above 	<ul style="list-style-type: none"> Evidence of further education ECDL 	Application
Relevant experience and knowledge	<ul style="list-style-type: none"> Previous administration or reprographics experience Experience of working as part of a busy team The ability to prioritise work 	<ul style="list-style-type: none"> Previous experience of working in a school or other educational environment Knowledge of using technical photocopiers and reprographics equipment such as comb binders, laminators and guillotines Previous experience of stock taking 	Application and Interview
Skills and abilities	<ul style="list-style-type: none"> Highly competent in the use of ICT – especially <i>Excel</i> and <i>Word</i> Excellent communication skills, both written and oral Excellent administrative and organisational skills Extremely organised and able to deliver on time and to agreed quality standards Understand the importance of confidentiality and discretion 	<ul style="list-style-type: none"> Have a strong understanding of the Academy: its culture, climate and values and be able to model these if appointed to the role Knowledge of Data Protection and Copyright legislation 	Application References and Interview
Personal attributes	<ul style="list-style-type: none"> Growth mindset and resilience Commitment to working in a diverse community where all are of equal value Solution focused and optimistic Tact and discretion Ability to work under pressure and on own initiative Keen interest in staff and student wellbeing A willingness to be actively involved in whole academy activities Commitment to attending compulsory residential trips to support students with medical needs Excellent team player Sense of humour 	<ul style="list-style-type: none"> Willingness to offer extra curricular provision 	Application Interview References