



# SHELDON SCHOOL

**Job Title: Reprographics Assistant**

## Person Specification

Detailed below are the types of qualifications, experience, skills and knowledge which are required.

The Essential column shows the minimum essential requirements for the post.

The Desirable column shows additional attributes which would enable the applicant to perform the role more effectively with little or no training. They are not essential, but may be used to distinguish between applicants.

The Category column indicates the method of assessment:

**A = Application form**

**C = Certificate**

**R = Reference**

**T = Test**

**I = Interview**

	Essential	Desirable	Category
<b>Technical Competency (Qualifications and Training)</b>			
English, Maths and Science to GCSE or equivalent level and to have studied Science at A Level, or Level 3 Certificate in Laboratory Technical skills or equivalent	√		A, C, I
<b>Experience</b>			
Knowledge of H&S legislation		√	A, R, I
Knowledge of COSHH & ESCC regulations to the safe handling and storage of chemicals		√	A, C, R, I
Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools		√	A, R, I
Working in a team	√		A, R, I
<b>Skills and Attributes</b>			
Ability to keep accurate records and inventories		√	A, I
Maintain a range of tools and equipment		√	A, I
Ability to prepare equipment and materials for lessons	√		A, R, I
Good ICT Skills		√	A, R, I
Well organised, with the ability to manage own workload		√	A, R, I

Working towards tight deadlines		√	A, I
<b>Personal Qualities</b>			
Good interpersonal and communication skills	√		I
A positive can do approach	√		A, I
Highly organised and methodical	√		A, R, I
Personable, approachable and courteous at all times	√		R, I
Ability to be flexible and have an adaptable attitude to work and role when circumstances demand	√		A, R, I
Energy, enthusiasm and resilience	√		R, I
An interest in education	√		A, I
High levels of integrity	√		A, R, I
Good sense of humour	√		I
<b>Safeguarding</b>			
Ability to demonstrate an understanding of safeguarding responsibilities	√		R, I
<b>Other</b>			
Have an understanding of and be able to demonstrate a commitment to, Equal Opportunities and Diversity	√		I

**Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.**