

# Reprographics and Communications Assistant



**ALEC REED ACADEMY**  
PROUD TO LEARN



## **Person Specification**

### **Knowledge, Qualifications and Experience**

#### Essential:

- Good working knowledge of publishing and design software as well as Microsoft Office software
- Good understanding of the role of central communications in a large organisation
- Experience of assisting in projects from start to finish with the ability to prioritise
- Excellent organisational and administrative skills
- Excellent stock management skills
- Excellent customer service skills
- Confident in cash handling and card transactions
- Educated to at least GCSE standard (or equivalent)

#### Desirable:

- Demonstrable experience and success in a communications/publishing role
- Experience of working in a multi-cultural context
- Experience of working in a school or similar environment

### **Abilities and Interests**

- Ability to work under pressure whilst prioritising the short and long-term workload
- Ability to work independently and use initiative to problem-solve
- Willingness to work with a wide range of stakeholders: staff, students, parents and the local and national press
- Ability to train in the Academy ordering system
- A team player
- A demonstrable commitment to equality of opportunity
- Committed to maintaining high standards across the Academy
- Adaptability and contributor to changing circumstances and new ideas
- A desire to succeed
- Ability to develop and maintain good professional relationships with students, staff and parents