**Person Specification - Reprographics Assistant**

**The Becket School**

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| **Requirements** | **Essential** | **Desirable** | **Demonstrated By** |
| **1. Qualifications & Training** | * Five GCSEs including a minimum of GCSE (or equivalent) grade C in maths and English * Evidence of commitment to continuing professional and personal development |  |  |
| **2. Experience** | * Experience of working to tight deadlines | * Experience of working in a busy environment |  |
| **3. Skills and Knowledge** | * A commitment to continual professional development * Good ICT skills * Excellent verbal and written communication skills * Excellent planning, organisation and negotiation skills | * Knowledge of school administrative systems |  |
| **4. Aptitude and Personal qualities** | * Willingness to support Catholic life in schools * Professional, friendly and approachable and able to relate well to staff, students and visitors * Able to adapt to changing circumstances and new ideas * Attention to detail * Can-do attitude and solution focused approach * Ability to be respectful and promote equality of opportunity and diversity * Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation |  |  |

**A: Application Form I: Interview R: References**